

Sabbatical Leave Policy for Management Personnel

I. Purpose and Use of Sabbatical Leave:

Sabbatical leaves are awarded by the Board of Trustees to selected members of the management staff to foster their creative activities related to services rendered by the administrative area in which they are employed, which activities will increase their professional effectiveness and usefulness to the College. Acceptable pursuits include graduate research, writing for publication, visiting assignment at another institution, or other intellectual activities related to and designed to enhance the recipient's value to the College. Sabbatical leave recipients shall not engage in any remunerative employment while on leave other than acceptance of fellowships, scholarships or similar grants awarded to accomplish the stated purpose of the leave.

II. Sabbatical Leave Terms:

The Sabbatical Leave Policy, as passed by the Board of Trustees of County College of Morris, stipulates that "regular" sabbatical leaves are awarded for either one semester (five months) or two semesters (ten months).

Due to the unique nature of administrative jobs at County College of Morris, "mini" sabbaticals of less than a semester's duration are also to be considered. "Mini" sabbaticals shall be subject to the same evaluation criteria as longer sabbatical leaves. A "mini" sabbatical should normally be more than one (1) month in duration but less than a full semester. A "mini" sabbatical should be used for the same purposes as regular sabbaticals. Examples of such purposes that would be eligible for consideration as a "mini" sabbatical would be: attendance at an intensified educational professional society or as part of a graduate program, collection of data for use in a comparative study on some phase of operations in community colleges, travel connected with the study of particular aspect of educational techniques, etc.

III. Eligibility:

Eligibility for Management Sabbatical Leaves shall be limited to those full-time personnel classified as "management" employees, as determined by the list of personnel annually appointed by the Board of Trustees:

In order to receive a "regular" sabbatical, a person must have been employed continuously at County College of Morris for six (6) consecutive years of full-time service at the time of applying for a sabbatical. After receiving a sabbatical, a person must complete a full six (6) years of full-time administrative employment before being eligible to receive another sabbatical.

A person may qualify for a "mini" sabbatical after three (3) years of full-time service.

Should a candidate's sabbatical be granted and he/she subsequently is unable to accept the conditions of the leave because of unforeseen circumstances, the leave will be

canceled. This action shall not jeopardize the candidate's eligibility for future sabbatical leaves.

IV. Salary While on Leave:

Recipients of a regular sabbatical leave of one semester in duration or a "mini" sabbatical shall continue to receive their base salary while on leave. Recipients of a "regular" sabbatical of two semesters in duration shall receive one-half of their base salary for the term of the leave.

V. Components of Sabbatical Leave Application:

Each sabbatical leave application shall include the following information:

1. The purpose of the sabbatical leave.
2. The benefit of the sabbatical leave to the college.
3. The benefit of the sabbatical leave to the individual.
4. If the sabbatical leave involves graduate academic courses, catalog descriptions of these courses are to be submitted.
5. The applicant must indicate any intention to apply for a grant, fellowship, or scholarship and its attending obligations.
6. The length of the sabbatical with specific dates provided.
7. The applicant must state the format in which the post-sabbatical report will be presented.

Each proposal shall be considered of its own merits. Also, candidates may be requested to elaborate on any of the above given items.

VI. Sabbatical Leave Process:

Sabbatical leave proposals will be received at stated intervals during the academic year preceding the year in which leaves are to be taken. In accordance with the fiscal policy of County College of Morris, no sabbatical leave will be allowed that has not been approved and the funds encumbered by June 30. Two dates have been established for the receipt of sabbatical leave proposals. These dates are November 15 and March 15. The second date will be honored only if funds are available.

A detailed prospectus of the candidate's proposal for a sabbatical leave is to be submitted to the Management Sabbatical Review Committee in accordance with the dates established above. This committee will be composed of four management administrators appointed yearly. One administrator from Academic Affairs, Business and Finance, Student Development and Enrollment Management, and College Advancement and Planning shall be appointed each year to this committee. For the purpose of this policy,

the Business and Finance Division will include those eligible administrators reporting directly to the President.

A candidate submitting a proposal to the Sabbatical Committee must first obtain the approval of the dates of leave with his/her respective vice president, dean or executive director. The Committee will meet, interview candidates, and consider all submitted proposals within forty-five days after the respective deadline noted for receipt of applications. It is the Committee's responsibility to rank the order all of applications recommended and to supply written supporting rationale for its recommendations. The Vice Presidents and Executive Directors will receive from the Committee those sabbatical applications for persons under their supervision.

Each cabinet member (Student Development and Enrollment Management, Business and Finance, Academic Affairs, and College Advancement and Planning) will independently review the sabbatical applications for personnel under his/her supervision, taking into consideration the Committee's determination. It shall be the Vice Presidents and Executive Directors' responsibility to notify the Committee Chairperson of his/her final recommendations on applications from his/her area. After the Vice Presidents and Executive Directors have communicated with the Committee Chairperson, notification shall be given by the Vice Presidents and Executive Directors to all candidates regarding the status of their proposal. Each Vice President and Executive Director will then submit to the President those applications deemed worthy of further consideration. The President will make final recommendations to the Board which shall determine the award of management sabbaticals.

VII. Sabbatical Leave Reports:

Recipients of a sabbatical leave shall submit a comprehensive written report to the Cabinet Officer to whom they report within two months from the date they return from their leave. The written comprehensive reports shall be of publication quality. Copies of the reports shall be distributed to the President of the College and the Board of Trustees.

VII. Conditions of a Sabbatical Leave:

Recipients of sabbatical leaves shall, upon acceptance of such sabbatical leave awards, signify in writing their obligation to remain in employment of the College for a period of not less than two consecutive years following the expiration of a "regular" sabbatical leave, or for a period of not less than one (1) year following the expiration of a "mini" sabbatical. The written acknowledgment shall include an obligation to repay sabbatical funding on a prorated basis if the recipient voluntarily chooses not to remain in the employment of the College for the required period.