



May 23, 2018

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: POLICY ADOPTIONS

The following proposed amended policies conform to applicable laws and regulations, and provide updates to reflect current and desired practices:

- College Policy 6Hx28: 3B-02 Pre-Employment Screening and Inprocessing of New Employees
- College Policy 6Hx28: 3C-07 Employee, Dependent, and Program Development Funds
- College Policy 6Hx28: 3D-11 Education and Professional Development Leave for Staff and Administrators
- College Policy 6Hx28: 3D-12 Sabbatical Leave for Tenured Faculty

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve Policies 6Hx28: 3B-02 Pre-Employment Screening and Inprocessing of New Employees; 6Hx28: 3C-07 Employee, Dependent, and Program Development Funds; 6Hx28: 3D-11 Education and Professional Development Leave for Staff and Administrators; and College Policy 6Hx28: 3D-12 Sabbatical Leave for Tenured Faculty, as presented.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style and is positioned above a horizontal line.

President



POLICY: 6Hx28:3D-12

Responsible Executive: Vice President, ~~VP~~, Organizational Development and Human Resources

Policy Contacts: Director, HR Policy and Compliance Programs

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: ~~10/29/2010~~ 05-23-00
2018

Date of Last Policy Review: ~~05-23-2000~~
00-18

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Total Rewards: Sabbatical Leave for Full Time Tenured Faculty

Policy Statement:

- I. Sabbatical ~~leaves~~ Leave are-is authorized for the primary purpose of offering renewal and learning opportunities for eligible tenured faculty, ~~administrators, and professional staff employees~~ such that the quality of the individual's future contributions to Valencia College is enhanced. ~~A s~~ Sabbatical ~~leave~~ Leave should provide the individual a significant opportunity for new, or renewed, achievement and growth through activities such as study, research, writing, creative work, and travel so that the individual's teaching and/or professional effectiveness may be enhanced. Sabbatical ~~leaves~~ Leave granted in accordance with this policy and its implementing procedures ~~are given~~ is awarded to ~~members of the faculty and staff~~ not as a sole reward for past service, but rather for the purpose of enabling them to acquire additional knowledge and competency in their respective fields, acquire renewed energy and focus, and/or to complete projects that support the mission of the College.

- II. Sabbatical ~~leaves~~ Leave are-is not ~~to be understood as~~ deferred compensation ~~or and is not~~ automatically ~~approved~~ granted. Sabbatical ~~leave~~ Leave may be granted, upon application and approval based on established criteria, for study, research, creative work, field observations, or other pursuits of value to the individual and/or the College, so that they may return to their posts with renewed vigor, perspective, and insight. Opportunities for additional training, for improving skills and for maintaining currency in the field are understood to be included as a purpose of

sabbatical leave. General criteria for award will include exceptional service to the College, seniority, whether the sabbatical proposal provides for individual renewal or experience which will enhance the individual's ability to contribute to the College, and the ability of the affected College department or division to reallocate work during the proposed sabbatical. The President or designee shall establish procedures to implement this policy.

Policy History:

Adopted 6-22-04; Amended 10-19-10; ~~Formerly 6Hx28:07-23; Amended 5-2300-00-18; Formerly 6Hx28:07-23~~

Related Documents/Policies:

~~None~~ [College Policy 6Hx28:5-09.1 Copyright and Trademark Ownership](#)

Procedures:**I. Eligibility**

A. Full-time tenured faculty, administrators, and Professional Staff employees with at least ~~seven~~ five years of continuous qualifying Valencia service and not in the Deferred Retirement Option Program (DROP) are eligible to apply for a sabbatical leave. Eligible employees may apply for a sabbatical leave upon completion of five years of continuous qualifying service but must complete seven years of continuous qualifying service before a sabbatical leave can commence.

1 For the purpose of determining five years of continuous qualifying service in a tenure or tenure-track position, eligibility for sabbatical leave, seven years of continuous Valencia service does not include time served on temporary or part-time contracts, or any role outside of tenure or tenure-track. Time spent in the tenure-earning process counts towards qualifying years of service providing the applicant is tenured at the time of application. Eligible employees may apply for a sabbatical leave upon completion of six years of service but must complete seven years of continuous service before a sabbatical leave can commence. For purposes of determining whether an employee has seven years of continuous service, any properly reported, approved, and documented leave taken in accordance with Valencia's policies and procedures shall not be considered an interruption of service, unless provided otherwise in the document approving the leave. Leave of absence without pay shall not be counted as service to Valencia for purposes of sabbatical leave. An employee who has received a sabbatical leave must complete seven additional years

~~of qualifying service following the successful completion of the prior sabbatical leave before being eligible to be granted another sabbatical leave.~~

2 For the purpose of determining qualifying Valencia service, eligible employees must demonstrate satisfactory performance in the performance review period immediately preceding the sabbatical leave application and includes a status where no formal discipline or performance improvement plan has been received during the 12-month period preceding the sabbatical leave application through the period leading up to the sabbatical leave.

B. An employee who has taken a sabbatical leave is eligible to apply for another Sabbatical Leave in the fall of the academic year five years following the successful completion of the prior sabbatical leave academic year. Seven years of continuous qualifying service must be completed before the next sabbatical leave can commence.

II. Applications

A. Each applicant must initiate the sabbatical leave application process with his/her dean or immediate supervisor. ~~Each applicant and respective supervisor will follow the prescribed timetable as outlined below. In addition to the general criteria for award as outlined in these procedures, (including exceptional service to the College, seniority, whether the sabbatical proposal provides for individual renewal, learning, and/or experience which will enhance the individual's ability to contribute to the College, and the ability of the affected College department or division to reallocate work during the proposed sabbatical), the granting of a sabbatical leave should not create undue hardship or disruption for students or coworkers, and it should not unduly limit College functions, including without limitation course offerings, student services, and College operations. Written endorsement by the respective dean and campus president for faculty, or supervisor and senior administrator for non faculty, affirms that the general criteria for award and these additional criteria are being met. If a proposal includes a request for College funds for a temporary employee (replacement), or for activities such as travel, purchases of equipment or materials, or other related expenses, a budget must be attached to the application and separately approved by the President or designee.~~

B. Sabbatical leave applications will be available on the College website. An individual candidate must submit completed application materials as required to his/her immediate supervisor for signature and approval by October 24 by the deadline provided in the posting. If a proposal includes a request for college funds for activities such as travel, purchase of equipment

or materials, or other related expenses, a budget must be attached to the application, which shall be separately considered by the College President or designee.

C. Proposals must be approved by the employee's Campus President or Vice President. If the immediate supervisor is not a Campus President or Vice President, senior administrator, then the proposal, if approved by the immediate supervisor, is forwarded to the senior administrator, respective Campus President or Vice President to whom he or she reports, for consideration and approval prior to submission. Approvals by the supervisor(s) affirm(s) that the general criteria for award are met. Approved applications are forwarded to the chair of the Sabbatical Leave Committee. The senior administrator endorsing an application will forward the application to the Office of the Director of Faculty Development by October 31 for a sabbatical leave to occur in the designated sabbatical year, which is usually two years subsequent to approval by the President.

~~The Sabbatical Leave Committee will evaluate applications and make recommendations to the President by January 1. Those applicants granted sabbatical leaves, and their supervisors, will be notified by the President no later than January 10. The Committee will return applications to applicants whose applications for sabbatical leave have been denied with written reasons for denial and as deemed appropriate, any recommendations for improvement.~~

III. Sabbatical Leave Committee

A. The Sabbatical Leave Committee membership shall consist of fourteen members: nine faculty (i.e. three faculty members from each campus region), two deans, and the Assistant Vice President, Teaching & Learning or other designated administrator, who will serve as a non-voting chair. Campus region is defined as an area reporting to a Campus President (i.e. Lake Nona/Osceola/Poinciana region; Winter Park/East Campus region; West/Downtown region). Each year the President shall appoint a Sabbatical Leave Committee composed of thirteen persons—two faculty from each of the campuses, two administrator, two professional staff employees, and the Director of Faculty Development, and the CLO, who will serve as chair.

B. The Faculty Association shall appoint Board will be asked to nominate faculty representatives for the Sabbatical Leave Committee. The Professional Staff Leadership Team will be asked to nominate Professional Staff representatives. The Instructional Affairs Committee (IAC) shall appoint dean representatives. The College President or designee will shall appoint the AVP, Teaching and Learning or other administrator as the non-voting chair. Members shall serve one year terms that coincide with the academic year.

- C. Applicants for sabbatical leaves may not serve as members of the Sabbatical Leave Committee in the same year that the individual's application is being considered.

IV. Sabbatical Leave Review Process

A. The Office of Employee Development in Organizational Development and Human Resources (ODHR) will validate the years of continuous and qualifying Valencia service for each applicant in accordance with requirements.

B. All sabbatical leave applications and proposals shall be reviewed by the Sabbatical Leave Committee to determine if the documents are complete and meet the sabbatical purpose and criteria.

C. At the discretion of the Sabbatical Leave Committee, some applicants may be contacted to provide additional information before final recommendations are made to the College President or designee.

D. All of the applications/proposals submitted in accordance with the requirements of the Sabbatical Leave policy shall initially be evaluated by the Sabbatical Leave Committee using the following criteria:

1 The merit of the proposal with respect to the principles and criteria stated in this policy and implementing procedures;

2 Exceptional service to the college;

E. Proposals passing the initial evaluation shall be ranked by the Sabbatical Leave Committee using the following criteria:

1 The number of prior sabbatical leaves approved and taken by the applicant (lower number receives greater priority);

2 Number of years of applicable Valencia service to the applicant.

(Note: When two employees are equal based on criteria requirements, ranking shall be determined based on the content of the proposal and/or additional involvement and service to the college.)

F. The Sabbatical Leave Committee's recommendations with regard to all proposals shall be submitted to the College President or designee for review and action. The recommendations shall clearly state:

1 The reasons for the decision with reference to this policy/procedure;

2 An assessment of the effect of the individual's absence from the College.

G. The Office of Employee Development shall receive and share the College President or designee's decision on each proposal with the respective Campus President/Vice President and Sabbatical Leave Committee Chair.

H. The Campus President or Vice President shall notify applicants who were approved for sabbatical leave. The Campus President or Vice President shall send copies of the notification to the respective dean or supervisor of the applicant, and to other offices as deemed appropriate. The Sabbatical Leave Committee Chair shall notify applicants whose applications have been denied with written reasons for denial and as deemed appropriate, any recommendations for improvement.

I. Once a sabbatical leave has been approved, any substantive changes in the individual's sabbatical plans or term of award, including changes while the leave is underway, must be submitted in writing and approved by the individual's supervisor, the Campus President or Vice President, and the Sabbatical Leave Chair on behalf of the Sabbatical Leave Committee. Changes to the term of the award that result in a modification to the academic year must be additionally approved by the Vice President of Organizational Development and Human Resources and the College President or designee.

IV.V. Sabbatical Leave Period and Compensation

A. Eligible tenured faculty members may be granted sabbatical leave for one ~~long~~ term at full salary or for two consecutive ~~long~~ terms at one-half salary. Faculty will be eligible to teach in the summer when they are not on sabbatical leave. ~~Eligible administrators or professional staff employees on twelve-month appointments may be granted leave for up to four (4) consecutive months at the regular salary rate or up to eight (8) consecutive months at one-half of the regular salary rate.~~

B. The terms "full salary" and "half salary" and "regular salary" are understood to apply to the full-time, annualized contract ~~salary rate~~, not including extra service or stipends, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period. During the actual

sabbatical leave period, persons are not eligible to perform work at the College through extra service contracts, supplemental contracts, stipends, or over-load assignments.

~~V~~.VI. Grants and Employment

- A. It is not intended that an individual should accept other full-time employment during the period of sabbatical leave, because an individual on sabbatical leave continues to be employed full-time in their current position by the College. An employee on sabbatical leave may accept a grant for study, research or travel from an institution of higher education or from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government, but may not accept paid full-time employment of any kind except as may be specifically approved by the President. An individual who receives other full-time compensation without the approval of the President, as required by this procedure, will be required to return all base salary compensation received from Valencia during the sabbatical period.

~~V~~.VII. Group Insurance, Teacher Retirement, ORP, etc.

- A. An employee on sabbatical leave is an employee for purposes of participating in the programs and of receiving the benefits made available by or through the College or state to employees. During the duration of the sabbatical leave, the College shall continue all payments and payroll deductions as required by law and as specified by the employee in accordance with the employee's contract of employment and College procedures.

A.B. Although employee health insurance benefits may continue while an employee is on sabbatical leave, Valencia College shall not be responsible for the payment of emergency expenses incurred should a sabbatical recipient experience illness, accident, or injury during the period of sabbatical leave. If a recipient's sabbatical leave includes travel, it is recommended that the recipient purchase additional medical/trip insurance to cover unanticipated travel issues at his or her own expense.

~~V~~.VIII. Number of Sabbaticals to be Granted

- A. The President shall determine the number of sabbatical leaves to be awarded in any given year based on criteria including, without limitation, the number of applications received, the recommendations of the Sabbatical Leave Committee, and the resources available to support such activities.

~~V~~.IX. Expectation of Future Service

- A. Sabbatical leave is only awarded with the express provision that the

recipient will be expected to continue in full-time service at the College for at least one (1) full academic year after completion of the sabbatical leave. As part of the application process, each applicant shall confirm his/her intent to remain in the employ of the College for at least one (1) academic year after the completion of the sabbatical. For the purpose of this section, one (1) academic year is defined as three (3) terms. Failure to return to and remain in Valencia College employment for all or part of the one-year period (excluding properly reported, approved, and documented leave taken in accordance with Valencia's policies and procedures) will make the person liable to reimburse the College an amount of money equivalent to all, or part, of the sabbatical ~~stipend (the gross base compensation)~~ salary paid to the recipient during the term of the sabbatical leave, calculated in proportion to the percentage of the year after the completion of the sabbatical the recipient was not an employee of Valencia. Each circumstance shall be evaluated on a case by case basis.

~~IX.X.~~ Additional Sabbatical Leave Requirements

- A. The sabbatical leave recipient must submit a certificate of absence for the sabbatical period within three (3) months prior the scheduled sabbatical leave period. The recipient shall be granted a bank of hours equivalent to the sabbatical period to which the leave will be charged.
- B. The sabbatical leave recipient is relieved of academic and administrative duties and responsibilities during the period of the leave. Recipients shall not serve on college committees, faculty assemblies, or accept other similar assignments during the time of sabbatical leave.
- C. The college's policies on intellectual property rights and educational work products apply to all persons on sabbatical leave to the same degree as to other employees of the college. (For additional information, see College Policy 6Hx28:5-09.1 Copyright and Trademark Ownership.) Any exception to these policies must be approved by the College President or designee prior to commencement of the sabbatical leave.
- ~~A.D.~~ Within four (4) months following completion of the sabbatical leave, recipients must submit to the Sabbatical Leave Committee, the dean or immediate supervisor and to the Office of Employee Development in ODHR Human Resources Office a report summarizing the benefits and/or achievements resulting from the sabbatical leave. A record of each recipient's proposal and summary will be retained by ODHR Human Resources for consideration by future Sabbatical Leave Committees should the recipient apply again for a sabbatical leave.
- ~~B.~~ The sabbatical leave recipient is relieved of all academic and administrative duties and responsibilities during the period of his/her leave. Recipients will not serve on College committees, faculty senates/associations, or accept

~~other similar assignments during the time of their sabbatical leave.
Exceptions may be made at the discretion of the President.~~

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- ~~C. The College's policies on intellectual property rights and educational work products apply to all persons on sabbatical leave to the same degree as to other employees of the College. Any exception to these policies must be approved by the President prior to commencement of the sabbatical leave.~~
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- ~~D. Applicants for sabbatical leaves may not serve as members of the Sabbatical Leave Committee.~~
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- ~~E. Failure by sabbatical leave recipients to fulfill the purpose, conditions, and/or requirements set forth in Valencia's policy/procedures on sabbatical leave may result in disciplinary action and/or financial obligation for the repayment of all or part of the sabbatical stipend/base salary compensation received during the sabbatical leave period. Once a sabbatical leave has been approved, any substantive changes in the individual's sabbatical plans, including changes while the leave is underway, must be submitted in writing and approved by the individual's supervisor, the Sabbatical Leave Committee, and the President. The final decision on approval of modifications of proposed plans rests with the President. Copies of the notification of approval or disapproval will be distributed as in paragraph 6 below.~~

~~IX. Sabbatical Leave Committee Review Process~~

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- ~~H. The Office of Human Resources will determine the years of continuous Valencia service for each applicant.~~
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- ~~J. All sabbatical leave applications and proposals will be reviewed by the Sabbatical Leave Committee to determine if the documents are complete and meet the sabbatical purpose and criteria.~~
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- ~~L. At the discretion of the Sabbatical Leave Committee, some candidates may be interviewed.~~
- ~~-~~
- ~~N. All of the applications/proposals meeting the sabbatical leave policy's purpose and criteria to the satisfaction of the Committee will be ranked using the following criteria (in order of relative importance):~~
 - ~~-~~
 - ~~0 The merit of the proposal; with respect to the principles and criteria stated in this policy and implementing procedures~~
 - ~~-~~
 - ~~0 Exceptional service to the College~~
 - ~~-~~
 - ~~0 The number of prior sabbatical leaves approved and taken by the applicant (lower number receives greater priority)~~

- ~~0—Number of years of Valencia service of the applicant~~
- ~~X. The Committee’s recommendations with regard to all proposals will be submitted to the President. The recommendations should clearly state:~~
- ~~0—The reasons for the decision with reference to this policy/procedure, the established criteria, and the proposal as submitted~~
- ~~0—An assessment of the effect of the individual’s absence from the College~~
- ~~DD.F. The President will notify each applicant as to whether the sabbatical leave has been granted. The President will send copies of the notification to the dean or supervisor of the applicant, and to other offices as deemed appropriate.~~

Procedure History:

Adopted 6-22-04; Amended 10-19-10; Amended 11-10-10; [Amended 5-23-18](#); Formerly 6Hx28:07-23

Date of Last Procedure Review:

[05-23-201800-00-18](#)