



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT



Cypress College



Fullerton College

**NOCE**

NORTH ORANGE  
CONTINUING EDUCATION

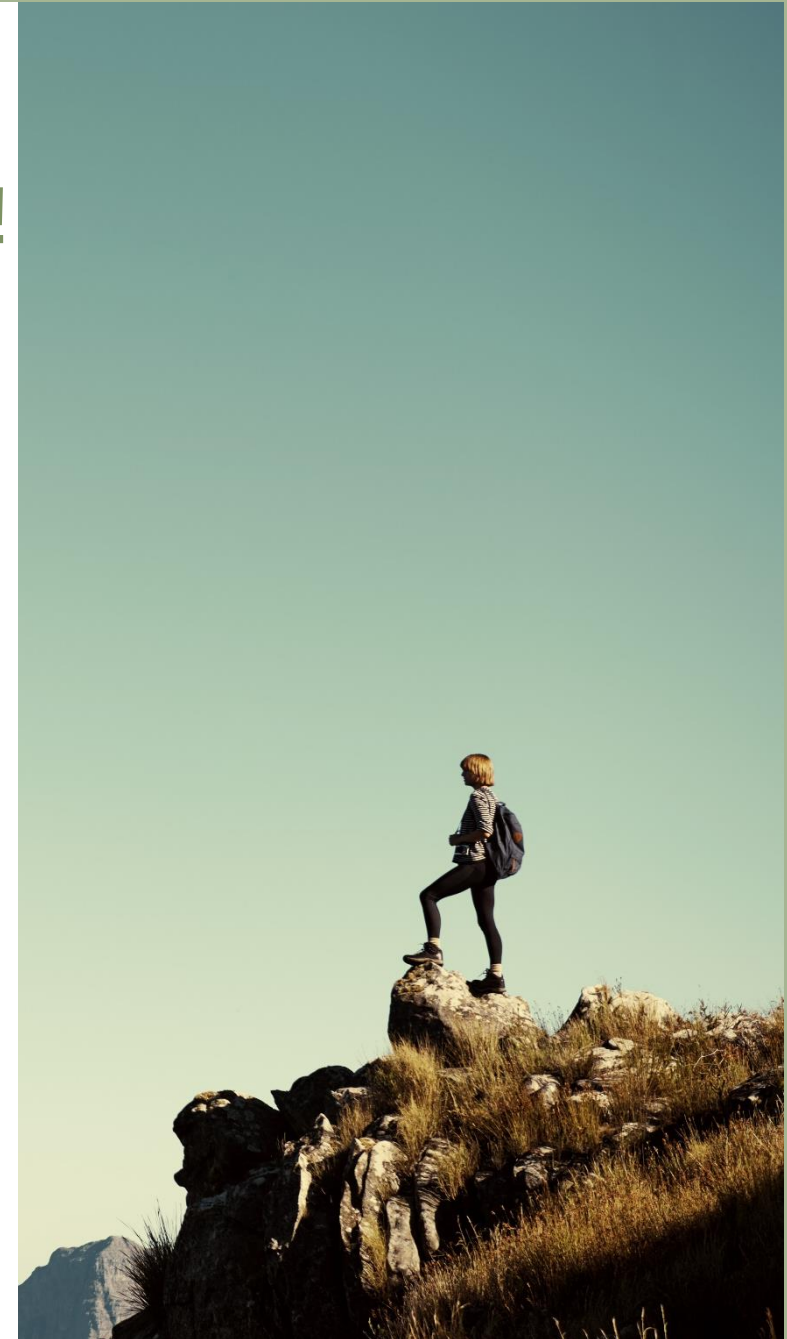
# 2025-2026 Sabbatical Workshop

Presented by:

Julie Kossick, Associate Vice Chancellor, Human Resources

# This is Informal – Please ask Questions Anytime!

- ❖ PG&D Committee
- ❖ Process Timeline
- ❖ Sabbatical Forms
- ❖ Purpose of Sabbatical Leave
- ❖ Length of Leave
- ❖ Salary and Benefits
- ❖ Load Banking Information
- ❖ Sabbatical Bond
- ❖ Service Credit
- ❖ Rating Criteria
- ❖ Pointers and Tips



# Faculty PG&D Committee

## **Cypress College:**

[Will Heusser](#)

[Linda Borla](#)

[Monica Doman](#)

## **Fullerton College:**

[Gary Graves](#)

[Cristina Arellano](#)

[Lugene Rosen](#)

## **North Orange Continuing Education:**

[Matt Van Gelder](#)

## **Human Resources:**

[Julie Kossick](#)

[Carmen Aikin](#)



# Sabbatical Process Timeline



The applicant for sabbatical leave shall submit their proposal to campus President no later than Friday, November 1, 2024.



The campus will forward with their President's recommendation to Human Resources no later than Monday, December 2, 2024.



The proposals will be mailed to each member of the Sabbatical Committee for review and scoring no later than Monday, December 9, 2024.



The Sabbatical Committee will meet to select Sabbatical proposals for submission to the Board of Trustees in February 2025.



Notification letters are mailed to successful (and unsuccessful) sabbatical leave applicants in March 2025.



# Sabbatical Process Timeline



The Board of Trustees will approve, or disapprove, applications on the second Board meeting in March 2025.



Sabbatical contracts and bond information will be mailed to successful applicants in April 2025.



Sabbatical contracts and bonds returned to the Office of Human Resources by July 31<sup>st</sup>.

Number of Sabbaticals which can be granted per U.F CBA 14.4.2 for 2025-2026

**22**

# Sabbatical Forms

Sabbatical Forms are readily available on myGateway under District Forms  
→ HR → Academic Faculty Sabbaticals

SA1

- Application for Sabbatical Leave

SA2

- Abstract for Sabbatical Proposal

SA3

- Sabbatical Activity Report





**FORM SA1**

This form **must** be submitted with sabbatical proposal



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Received in HR:

**Professional Growth & Development Committee  
APPLICATION FOR SABBATICAL LEAVE**

**NAME:** \_\_\_\_\_ **Banner ID#** \_\_\_\_\_

**LOCATION:**  CC  FC  NOCE      **JOB TITLE:**  Instructor  Counselor  Librarian

**Division:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**DATE OF DISTRICT EMPLOYMENT AS A CONTRACT FACULTY MEMBER:** Month \_\_\_\_\_ Year \_\_\_\_\_

Discipline(s) in which you are currently teaching/performing service: \_\_\_\_\_

**TITLE OF SABBATICAL PROPOSAL:**

\_\_\_\_\_

**PURPOSE OF SABBATICAL LEAVE: (Check all that apply)**

Educational Advancement    Travel Study    Research

**REQUESTED TERM OF SABBATICAL:**

ONE SEMESTER ONLY (specify):  Fall    Spring

FULL ACADEMIC YEAR

TWO SEMESTERS, CONSECUTIVE YEARS (specify):

#1: Sem \_\_\_\_\_ Year \_\_\_\_\_ #2: Sem \_\_\_\_\_ Year \_\_\_\_\_

**LIST PREVIOUS SABBATICAL LEAVES:**

Semester \_\_\_\_\_ Year \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

Check if None

**REQUIREMENT:** Attach two letters of recommendation.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Recommendation of campus president:	
<b>Signature:</b>	<b>Date:</b>

Submit original application materials to Campus President; submit copy to Division Dean

# SA1 Application for Sabbatical Leave

# SA2 Application for Sabbatical Leave

## FORM SA2

This form must be  
submitted with  
sabbatical proposal



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT



Cypress College



Fullerton College



### Professional Growth & Development Committee ABSTRACT OF SABBATICAL PROPOSAL

EMPLOYEE NAME: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

TITLE OF SABBATICAL PROPOSAL: \_\_\_\_\_

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**FORM SA3**

This form must be submitted with report



**NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT**



Received in HR:

**Professional Growth & Development Committee  
SABBATICAL ACTIVITY REPORT**

NAME: \_\_\_\_\_  
Last First

LOCATION:  CC  FC  NOCE      JOB TITLE:  Instructor  Counselor  Librarian

Division: \_\_\_\_\_ Dept: \_\_\_\_\_

TITLE OF SABBATICAL PROPOSAL: \_\_\_\_\_

ACADEMIC YEAR(S) DURING WHICH SABBATICAL LEAVE WAS TAKEN: \_\_\_\_\_

TERM OF SABBATICAL LEAVE:      PURPOSE OF SABBATICAL LEAVE:

- |  |  |
|--|--|
| ONE SEMESTER ONLY (specify): <input type="checkbox"/> Fall <input type="checkbox"/> Spring | <input type="checkbox"/> Educational Advancement |
| <input type="checkbox"/> FULL ACADEMIC YEAR  | <input type="checkbox"/> Research                |
| <input type="checkbox"/> TWO SEMESTERS, CONSECUTIVE YEARS (specify):                       | <input type="checkbox"/> Travel Study            |
| #1: Sem _____ Yr _____ #2: Sem _____ Yr _____  |  |

**If the sabbatical leave was for the purpose of educational advancement, attach evidence of completion of educational activities** (grade cards, transcripts, certificates, employer statements, etc.)

**HAVE YOU MADE A PRESENTATION OF YOUR SABBATICAL ACTIVITIES?**

Yes Date of Presentation \_\_\_\_\_  No Expected date of Presentation \_\_\_\_\_

TO WHOM DID / WILL YOU MAKE THE PRESENTATION?  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit original materials to the District Office of Human Resources; submit copy to Campus President and Division Dean

# SA3 Application for Sabbatical Leave

Sabbatical Report and supporting documents may be sent via e-mail to Campus President and Division Dean. Please cc Carmen Aikin ([caikin@nocccd.edu](mailto:caikin@nocccd.edu)) when sending via-email. Your report will be forwarded to the Sabbatical Committee and the Chancellor's Office.

In addition to the required SA3 Form, you may also include the following:

- PowerPoint presentations
- Links to websites, Canva, YouTube, etc.



# Purpose of Sabbatical Leave

Sabbatical leaves may be granted for one, or a combination of, the following activities, which all have *equal* merit:

- Educational advancement**
- Research**
- Travel study**

# Length of Leave

A sabbatical leave may be granted for the following terms:

- One semester only
- One full academic year (two semesters)
- Two semesters, with one semester of leave in each of two consecutive academic years

# Salary and Benefits



The salary for a one semester sabbatical is **100%** of the regular salary for the semester.



The salary for a one years or two-semester sabbatical is **66%** of the regular salary for each semester of sabbatical leave (can use load banking to supplement). Please contact HR Academic Specialist Daisy Mendez-Sanchez at [dmendezsanchez@noccd.edu](mailto:dmendezsanchez@noccd.edu) for more information on load banking.



Successful sabbatical leave applicants shall progress on the salary schedule (i.e., receive a step increment) in the same manner as if they had remained in regular status.



Continuation of medical and fringe benefits

# Load Banking Information

Faculty can view their Faculty Load Banking Balance online. To access this service, please follow these instructions:

- Sign into **myGateway** (<https://sso.nocccd.edu/login>)
- Select **WebStar** (located under Shortcuts left hand side)
- Click on the **Faculty Services** tab (please see screenshot below)
- Click on the **View Faculty Load Bank Balance**

The screenshot shows the Faculty Services web application interface. At the top, there is a navigation bar with tabs: Main Menu, Personal Information, Register for Classes, Student Records, Financial Aid, Employee Services, Faculty Services (highlighted), and Finance Services. Below the navigation bar is a search box with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Faculty Services' and contains a list of links, each preceded by a folder icon. The links are: Printable Attendance Roster (Printable attendance roster for select term and CRN), Printable Grade Record (A printable grade record sheet for the selected term and CRN. The roster is based on the most current student registration status.), Class Roster, CRN Selection, Student Transcripts and Grades (View a student's transcript to check for prerequisites; View prior student's grades.), Wait List, Input Final Grades, Faculty Schedule by Day and Time, Faculty Detail Schedule, Detail Class Roster, Term Selection, View Sick Leave Balance, Add/Drop Listing (Display a list of students who have added or dropped since either the First Day of Class or the Start of Registration.), Drop/Withdraw Students from a Class List (Drop/Withdraw selected students from a class list.), and View Faculty Load Bank Balance (View Faculty Load Bank records).

**Important!** This services is live and balances will not reflect the current semester of banking or withdrawals until the Office of Human Resources has entered all the requests for the current term into Banner.

# Sabbatical Bond



You must provide an acceptable bond indemnifying the District against loss in the event that you fail to render service in the District equal to **2x twice** the length of the sabbatical after return from the sabbatical leave.



After return from the sabbatical leave and completion of service in the District equal to twice the length of the sabbatical leave, the District will reimburse you for **fifty percent (50%)** of the cost of the sabbatical bond, provided you have submitted a timely written report of sabbatical activities in compliance with section 14.8 of the United Faculty contract.

## How Much a Sabbatical Leave Costs (example)

Bond amount	\$54,000
/\$1,000	\$54.00
x15	\$810.00
Rounded to the next whole dollar	\$810.00
Premium for a \$35,950 bond	\$810.00

# Sabbatical Bond

*How is it calculated?*

Many NOCCCD employees obtain their sabbatical bond from School's First Federal Credit Union.

The Sabbatical Bond must be received by HR no later than July 31<sup>st</sup> as a condition of the sabbatical leave.



# Service Credit

- Recipients of one-year or two-semester sabbatical leaves will **not** receive a full year of STRS/PERS retirement service credit for the academic year(s) in which the sabbatical is taken due to the reduced salary during the sabbatical leave. The reduction in the amount of service credit is approximately **thirty-four percent (34%)**.
- “Lost” service credit may be purchased after completion of the sabbatical leave by paying the required contribution to the retirement system. The District will pay the employer portion of the required contribution if notified in writing, **within six (6) months** of completion of the sabbatical leave, of the faculty member's request to purchase the service credit; otherwise, the faculty member must bear the entire cost of purchasing the service credit (see [Sabbatical Handbook](#) for details).



# Faculty Assignments and Assignment During Sabbatical Leave

- Upon return from sabbatical leave, right of assignment shall be the same as if the Unit Member had not been on Sabbatical
- Unit members shall **not** maintain, while on sabbatical leave, assignments or responsibilities within the District for which the Unit Member would otherwise receive reassigned time.
- No Overload while Unit Member is on Sabbatical

# Committee Rating Criteria



**25%**

Merit and value to the instructional programs/services of the college/district



**25%**

Merit and value to the applicant's professional growth & enrichment



**25%**

Planning, preparation, clarity and presentation of the proposal



**25%**

Appropriateness of the sabbatical activity for the period of time requested



# Committee Rating Elements

- ✓ Merit and Rigor
- ✓ Clarity and Specificity
- ✓ Cohesiveness
- ✓ Professional Presentation
- ✓ Supporting Documentation

*... two letters of recommendation required to support/validate the sabbatical concept. These may include letters from the Dean and/or Coordinator. When the goal directly involves other faculty or entities, include letters from them.*



# General Pointers and Tips



Allow adequate time to plan, develop, write and gather supporting documentation.



Talk to others who have already taken a sabbatical; have a colleague evaluate your proposal.



Attend a Sabbatical Workshop.



Review recent successful proposals.



Presentation should be of professional academic quality; consider the audience (***reviewers not from your discipline***)



For proposals with more than one purpose, clearly delineate how each activity supports the purposes of the sabbatical leave.

## Pointers and Tips (cont....)

*Be passionate  
about your  
proposal!*



The committee will consider the statement provided by the President.



Clearly identify how the sabbatical will benefit the college and students.



Address the timeline on a day-to-day schedule.



Include relevant, specific letters of recommendations from Deans, Chairs, etc.



Identify how you will share the information (e.g., campus or department presentations).



Seek assistance from the PG&D Committee.



# Pointers and Tips for *Educational* Sabbaticals

Include full details of your education plan

If you are planning to work on an advanced degree, make sure you have been accepted into the school. If possible, provide a letter of acceptance.

List courses you plan to take and include a copy of the course description. If your proposal is dependent on specific courses, make sure they are available and that you will be able to register for them during the term of your sabbatical.

As appropriate, list and describe programs, seminars, etc., that you may be attending.

Make sure your proposal supports a 40-hour work week. Include a timeline.





# Pointers and Tips for *Travel* Sabbaticals



List places to be visited and the reasons they were selected



Specify approximate departure and arrival date for each location



Describe activities to be accomplished at each location



Describe the implications of traveling to particular locations (*may include potential entry issues and alternative plans*).



Make sure your proposal supports a **40-hour** work week



Provide relevant supporting documentation



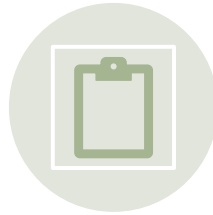
# Pointers and Tips for *Research* Sabbaticals



Make sure you have the proper approvals to perform the research



Include a thorough outline



Survey questionnaires – planning for distribution, return and analysis



Include letters of recommendation



Make sure your proposal supports a **40-hour** work week

# For more information...

- To request a copy of the Sabbatical Handbook, or to review sample applications contact Carmen Aikin at [caikin@nocccd.edu](mailto:caikin@nocccd.edu)
- If you have general questions about the sabbatical program, contact any member of the faculty PG&D committee or Julie Kossick at [jkossick@nocccd.edu](mailto:jkossick@nocccd.edu)





# Final Tips

- ✓ Anticipate competition...
- ✓ Make sure your application is complete, clear and concise.
- ✓ Make sure supporting material is relevant to your proposal.
- ✓ Make sure you show evidence of clear planning for your sabbatical.
- ✓ Don't assume that reviewers know you or your subject matter (*treat it like an employment application*)...
- ✓ Get feedback on your proposal...

If your proposal is not approved, do not be discouraged, try again!

## Good Luck!

