



**Dear Colleague,**

The Office of Human Resource Management is now accepting applications for Sabbatical Leaves for the 2013-2014 academic year to be granted beginning Winter 2014 semester. Three (3) leaves remain available for faculty members who are interested in applying for a sabbatical leave. The deadline for applications is **Tuesday, October 1, 2013 at 5:00 pm.**

The following outlines the procedures following receipt of sabbatical applications:

**Step One:** The Office of Human Resource Management will verify your eligibility for sabbatical leave. The Labor Relations Coordinator will notify any applicant that does not meet the minimum criteria (see below). Questions regarding this step may be addressed to **Michelle Benin at 973-3718** or [mbenin@wccnet.edu](mailto:mbenin@wccnet.edu).

**Step Two:** In October, the Sabbatical Leave Committee will meet and review all eligible sabbatical leave applications. The committee is comprised of three (3) faculty members and two (2) administrators. Each applicant will have opportunity to present her or his sabbatical proposal to the committee. Each academic year, the committee recommends up to six (6) candidates for full sabbaticals (three (3) are available for Winter 2014 semester). HRM will notify each applicant of the committee's decision.

**Step Three:** Sabbatical recommendations are submitted to the WCC Board of Trustees for final approval.

## Guidelines for 2013-2014 Sabbatical Leaves

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- 1) A Sabbatical Leave at Washtenaw Community College is an investment in the future for WCC students, the faculty member and the College. Sabbatical leaves are intended to result in the creation of new knowledge, improved teaching competence, and/or enriched programs for students who attend this institution.

### Purposes:

The primary purposes for which a sabbatical leave is granted are to provide faculty with opportunities to:

- a) Improve and strengthen teaching techniques;
  - b) Engage in research and/or professional writing for intended publication in the applicant's area of expertise;
  - c) Perform scholarly or professional services at the local, state, national, or international level;
  - d) Engage in other creative scholarly activities; and/or
  - e) Engage in intellectual and professional development activities that will be of benefit to the individual and to the College.
- 2) The merit of the applicant's proposal will solely govern the Sabbatical Committee's recommendation for approval. Sabbatical leave proposals should improve the service of the faculty member to the college and such activities should go beyond the ongoing professional responsibilities of faculty.
  - 3) If more than six of the sabbatical proposals equally meet the above requirements, the following point system will be used:
    - a) An applicant is given one point for each year of full-time service.
    - b) For each full sabbatical previously awarded, deduct 10 points.
    - c) For each mini sabbatical previously awarded, deduct 5 points.
    - d) If there is a tie in the points given in a - c, the person with a more recent sabbatical would be lower on the list than someone with the same points who has never had a sabbatical or who had one many years ago.
    - e) If two applicants are still tied, a coin will be flipped.

The following examples illustrate different point system scenarios that could occur.

### **Example 1:**

Applicant A: 5 years of full-time service

*No previous sabbatical:*

*5 POINTS*

Applicant B: 15 years of full-time service  
*One previous full sabbatical: 5 POINTS*

Since Applicant A has had no previous sabbatical, she or he is awarded the sabbatical.

**Example 2:**

Applicant A: 20 years of full-time service  
*One previous full sabbatical: 10 POINTS*

Applicant B: 10 years of full-time service  
*No previous sabbatical: 10 POINTS*

Applicant C: 10 years of full-time service  
*One previous mini sabbatical: 5 POINTS*

Both Applicants A & B have 10 points but since Applicant B has had no previous sabbatical, she or he is awarded the sabbatical.

- 4) The sabbatical leave committee believes that the sharing of ideas is a critical component of growth for all faculty. Upon completion of a sabbatical leave, the applicant will submit a written summary of their sabbatical activities to the committee within thirty (30) days and share their results with the college community. Furthermore, the Board of Trustees (BOT) may ask sabbatical recipients to discuss sabbatical research and activities at a BOT meeting.