**SABBATICAL OVERVIEW Laney College Oct. 1, 2015**

**Who is Eligible?**

Professional Development leave, with pay and benefits, may be granted to regular faculty members for the purpose of carrying out an approved program which will benefit the District, students, the college and the faculty member.  The faculty member must have completed at least six (6) consecutive years of regular faculty service preceding the granting of the leave.

**How many Sabbaticals will be awarded in upcoming semesters?**

Up to two sabbatical leaves will be awarded for the 2015-2016 academic year. The PFT contract states, “Professional development leaves may be arranged for one (1) year with a grant equal to 66⅔ of the annual year’s salary or for one (1) semester with a grant of 100% of one-half year’s salary. “

**How do I learn more?**

Read Article 26, section R of the PFT contract (pp. 74-76) for eligibility requirements, application procedures and selection process (see attachment). All tenured faculty who are interested in applying for a sabbatical leave are invited to attend one of two sabbatical information sessions to be held on Wednesday, October 14th from 12:00 to 1:00pm and Thursday, October 15th from 1:00 to 2:00pm in T-450. Applications from previous years will be available for perusal. These applications are also available in the Laney College Library. Your attendance at the sessions is an opportunity to ask questions and discuss the process, but it is not required for applying. Faculty who are unable to attend the sessions are invited to address questions and concerns to the Professional Development Chair, Chris Weidenbach, at cweidenbach@peralta.edu.

**Information Sessions**

Wednesday, October 14th, 12:00 to 1:00pm in T-450
Thursday, October 15th, 1:00 to 2:00pm in T-450

**What is the timeline for 2015-2016 applicants?**

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| by Oct. 15, 2015  | College Professional Development Chairs will hold informational sessions  |
| by Monday, Nov. 16th by 5:00 p.m.  | Applications submitted to the College Professional Development Committee |
| by January 2016 | Review of applications by the College Professional Development Committee members and decision announced  |
| by January 31, 2016 | Notification sent to the District Staff Development office, and Vice President of Educational Services office  |

**Who selects the candidates, and how?**

The three administrators and the three faculty members on the Laney Professional Development Committee select the candidates, using a two-step scoring process. Ties are broken by seniority.

**What should I include in my application?**

* The section on sabbatical leaves in the union contract gives a detailed list of what must be included in the application packet. Missing or incomplete information and/or insufficient documentation will result in a lower score.
* The application form is the cover sheet (see attached). It is the only “official” form provided.
* A detailed proposal of what you intend to do addressed to the Professional Development Committee
* Any relevant supporting materials (for example, if appropriate: letters of acceptance, course of study brochures, abstract for a research project, etc. (see union contract)
* A letter of support from your department chair. (see union contract)

You can submit your application electronically to cweidenbach@peralta.edu or place it in the Professional Development mailbox on the 1st floor of the Tower before 5 pm on Monday, November 16. Please keep copies of all submitted materials. Receipt of all materials will be confirmed by email.