

Appendix H: Sabbatical Proposal and Report Cover Forms

Refer to the *Faculty Personnel Policy Statement* (FPPS), Article VII B for provisions of the Faculty Sabbatical Program. This section describes the purpose of the sabbatical program, the evaluation requirements and screening criteria used by the Faculty Professional Development and Sabbatical Standing Committee, and the approval and appeal processes for sabbaticals.

Steps for completing a Sabbatical Proposal

1. Complete the **Sabbatical Proposal Cover Form** (sabbatical forms are located at on the PCC Intranet; College Forms; Human Resources link).
2. Attach your current résumé **or** CV. This résumé or CV should clearly detail your professional activities, your service to students, your Department, discipline, your Campus, and to the College and community.
3. Complete and attach your **full proposal** for your sabbatical; include the overall **purpose** of the sabbatical including specific **objectives**, and detailed **activities**, and a discussion of the **value** of the sabbatical to you, your students, and the College.
4. Complete and attach the Conflict of Interest Advisement Form.
5. If required, complete the Sabbatical International Travel Form.
6. In two paragraphs on a separate sheet, **summarize** your sabbatical purpose, objectives, and activities for the Board of Governors' Report.
7. Submit your sabbatical proposal to your Dean for approval and to obtain these **signatures** for the Sabbatical Proposal Cover Form by the third Monday in October.

Submit your **completed and signed Sabbatical Proposal Cover Form, sabbatical proposal** (including résumé or CV), **and summary** to the supervising Vice President for his/her signature by the **following Friday in October**. Please submit as much of the proposal as possible in electronic format. The supervising Vice President, in consultation with the appropriate campus administrators, reviews the proposal to ascertain that if it is approved, it will not seriously hamper the operation of the subject/service area involved. Upon approval by the supervising Vice President, s/he will forward the packet to the Organizational Effectiveness and Development Office, Human Resources by the last Friday in October. Concurrently, the appropriate Vice President also will send a copy of the signed cover page to the Faculty member.

8. If a sabbatical is awarded, please be advised that your sabbatical proposal (without résumé) and sabbatical report may be placed on file on the College Intranet.

Steps for completing a Sabbatical Report

1. Complete the Sabbatical Report Documentation Form.
2. Submit electronic copies of your report to your supervising Vice President and to the Faculty Professional Development and Sabbatical Standing Committee within 45 days of the first day of accountability of the semester following the sabbatical.

**Pima Community College
Sabbatical Report Documentation Form**

Name: _____ E-mail: _____

Subject/ Support Service: _____ Assigned Campus/Location: _____

Dean _____ Dean E-mail _____

Sabbatical Start Date _____ Sabbatical End Date _____

Semester of Sabbatical _____ Full- or Half-Pay _____

- Copy all objectives and activities exactly from those listed on the original, FPDSSC approved sabbatical proposal.
- List all FPDSSC approved sabbatical modifications separately.
- List the specific items/files that document the completion of each of the objectives and activities in the table below. Append the table and include additional information if necessary.
- Specify the location of each piece of documentation
- NOTE: All materials submitted as documentation will be retained by the College and cannot be returned to you; please submit copies if you wish to retain the originals.

Objectives/Activities (Must be copied exactly from those listed on the original, approved sabbatical proposal.)	Specific Documentation Provided (How are each of the objectives/activities documented?)	Location of Documentation Where is this documentation located? (File name, page number, appendix, etc.)
Objective 1:	Objective 1:	Objective 1:
Activity A:	Activity A:	Activity A:
Activity B:	Activity B:	Activity B:
Objective 2:	Objective 2:	Objective 2:
Activity A:	Activity A:	Activity A:
Activity B:	Activity B:	Activity B:
Objective 3:	Objective 3:	Objective 3:
Activity A:	Activity A:	Activity A:
Activity B:	Activity B:	Activity B:
Approved Sabbatical Modifications	Approval Date	Specific Documentation Provided
Modified Objective:		Modified Objective:
Modified Activity:		Modified Activity:

By submitting this Sabbatical Report Documentation Form and supporting documentation of completed objectives and activities to the FPDSSC for verification of successful completion of the proposed and approved sabbatical, I certify that the statements in this document are true and complete to the best of my knowledge, and that I have abided by the policies of the sabbatical program described in Article VII of the Faculty Personnel Policy Statement. The completed objectives and activities are equivalent to my contractual load.

I am sending this form and supporting documentation to the FPDSSC within 45 calendar days following the first day of accountability in my returning semester.

I agree to complete one semester or six months of service to the college for every semester or period of sabbatical that I received.

Signature _____ Date of Submission _____

Sample Form:



**Pima Community College
Sabbatical Report Documentation Form**

Name: Franny Faculty E-mail: Franny.Faculty@pima.edu
 Subject/Support Service: Social Justice Assigned Campus/Location: Community
 Supervisor: Herkimer B. Cheez Administrator's E-mail Herkimer.Cheez@pima.edu
 Sabbatical Start Date August 15, 2009 Sabbatical End Date December 16, 2009
 Semester of Sabbatical Fall, 2009 Full- or Half-Pay Full-Pay

- Copy all objectives and activities exactly from those listed on the original, FPDSSC approved sabbatical proposal.
- List all FPDSSC approved sabbatical modifications separately.
- List the specific items/files that document the completion of each of the objectives and activities in the table below. Append the table and include additional information if necessary.
- Specify the location of each piece of documentation
- NOTE: Please submit documentation in electronic format whenever possible. All materials submitted will be retained by the College and cannot be returned to you; please submit copies if you wish to retain the originals.

Objectives/Activities (Must be copied exactly from those listed on the original, approved sabbatical proposal.)	Specific Documentation Provided (How are each of the objectives/activities documented?)	Location of Documentation Where is this documentation located? (File name, page number, appendix, etc.)
Objective 1: Complete 2 U of A classes	Objective 1: Official U of A Transcript	Objective 1: See File on CD entitled Appendices. The Official Transcript is scanned into Appendix A
Activity A: Complete ANT 569	Activity A: Grade of "A" on transcript	Activity A: See File on CD entitled Appendices. Appendix A, Official Transcript for Fall Semester, 2009
Activity B: Complete ETH 615	Activity B: Grade of "A" on transcript	Activity B: See File on CD entitled Appendices. Appendix A, Official Transcript for Fall Semester, 2009
Objective 2: Attend National Conference	Objective 2: Certificate of Attendance	Objective 2: See File on CD entitled Appendices. The attendance certificate is scanned into Appendix B.
Activity A: Attend National Association of Social Justice Education Conference, Atlanta	Activity A: Provide NASJE Certificate of Attendance from October, 2009 Conference in Atlanta	Activity A: This activity was modified, see below
Objective 3: Create a 3-dimensional model of social justice for use in PCC classes	Objective 3: Photographs of completed 3-dimensional model	Objective 3: See File on CD entitled Appendices. The photos are in Appendix C.
Activity A:	Activity A:	Activity A:
Activity B:	Activity B:	Activity B:
Approved Sabbatical Modifications	Approval Date	Specific Documentation Provided
Modified Objective: 2		Modified Objective: 2
		Location of Documentation
		Modified Objective: 2

Modified Activity: Attended National	Sept. 15	Modified Activity: Unable to attend conference in Atlanta, requested and	Modified Activity: See File on CD entitled Appendices. Appendix B. The final PCC Travel Expense Report is
Association of Social Justice Researchers Conference in Florida		approved to attend a similar national conference in Florida. Submitting copy of final PCC Travel Expense report as verification.	scanned into Appendix B.

By submitting this Sabbatical Report Documentation Form and supporting documentation of completed objectives and activities to the FPDSSC for verification of successful completion of the proposed and approved sabbatical, I certify that the statements in this document are true and complete to the best of my knowledge, and that I have abided by the policies of the sabbatical program described in Article VII of the Faculty Personnel Policy Statement. The completed objectives and activities are equivalent to my contractual load.

I am sending this form and supporting documentation to the FPDSSC within 45 calendar days following the first day of accountability in my returning semester.

I agree to complete one semester or six months of service to the college for every semester or period of sabbatical that I received.

Signature *Franny Faculty* Date of Submission February 1, 2010



Pima Community College
Sabbatical International Travel Form

Name: _____

Date: _____

In most cases, international travel will be approved only if the requester cannot obtain a similar experience within the country. Travel to Canada or Mexico will not be considered out-of-country travel. If the requester has been invited to present at a conference or professional meeting outside the U.S., it is expected that the inviting party will bear some of the cost of travel. The requester must submit evidence of support from the inviting party. (RG-2412/A)

1. Yes ___ No ___ Can you obtain this professional development experience within the United States, Canada or Mexico? If not, please explain why.
2. What is the purpose of this travel?
3. How will this travel benefit your discipline, program, or department (e.g., curriculum enhancement, student learning, pedagogy, methodology)?
4. Please attach a copy of the State Department's Current Travel Warnings (<http://travel.state.gov/travel>) showing that your travel does not go through any country of location on the list.

NOTE: This form does not replace the formal approval process for out-of-country travel referenced below from RG-2412/A. If this sabbatical proposal is approved, please submit the required paperwork for approval as soon as possible.

Approval for out-of-country travel must be received prior to making reservations for travel, and should be submitted for review at least two months prior to such travel to your Dean and Campus President's Office or Provost's Office. If the Campus President or Provost recommends approval, the request should be forwarded to the Chancellor's Office with complete justification. Such requests should include:

- *The purpose of the trip, and how it is linked to the requester's role at the College.*
- *The names of the traveler(s), and names and telephone numbers for emergency contacts for each traveler.*
- *The routes, destinations, and dates of travel*
- *Assurance that the travel does not go to or through any country or location on the U.S. State Department warning list.*
- *Why the requester cannot obtain a similar experience within the U.S., Canada or Mexico.*
- *Modes of travel*
- *Sources of funding*
- *The estimated total cost*
- *The benefit to the College (the enhancement to the students, program or department of the requester.)*

Evidence of approval by all appropriate supervisors and by any relevant federal or state agencies. (RG-2412/A)

SABBATICAL PROPOSAL SCORING RUBRIC

Name:	Proposal Title/Topic:		
Semester and Year requested:	FULL- PAY <input type="radio"/>	HALF PAY <input type="radio"/>	
PURPOSE of the SABBATICAL	Percentage of Total	Purpose Score	
Statement of overall purpose of the sabbatical including specific objectives and detailed activities	45%		
	High	Medium	Low
Provides a Statement of Overall Purpose of the Sabbatical			
Provides Objectives and Activities which are:			
Clear, Specific, and Detailed			
Measurable			
Feasible			
Equivalent to the contractual load			
Comments:			

VALUE of the SABBATICAL	Percentage of Total		Value Score	
Value of sabbatical to the Faculty member, students, and the College	40%			
	High	Medium	Low	
Overall Value of the Sabbatical				
Evaluation Criteria for Value include:				
Provides a Clear, Specific, Description of the Value to the Faculty Member				
Provides a Clear, Specific, Description of the Value to the Students				
Provides a Clear, Specific, Description of the Value to the College				
<p>Comments:</p>				

CURRENT RÉSUMÉ or CV		Percentage of Total		Résumé/CV Score
Current résumé or CV that details the Faculty member's professional activities and his/her service to students; his/her department, discipline and Campus; and to the College and community 15%		15%		
		High	Medium	Low
Résumé/CV Details of Activities and Accomplishments				
Evaluation Criteria for Résumé/CV:				
Provides Clear, Specific Details of the Faculty Member's Professional Activities				
Provides Clear, Specific Details of the Faculty Member's Service to Students				
Provides Clear, Specific Details of the Faculty Member's Service to the Department				
Provides Clear, Specific Details of the Faculty Member's Service to the Discipline				
Provides Clear, Specific Details of the Faculty Member's Service to the Campus/ College				
Comments:				
Purpose	Value	Résumé/CV	Total Score	
Final Comments:				

SCORING:

PURPOSE of the SABBATICAL 45% of total

“HIGH RANGE” score will be merited by a proposal that:

- Provides a detailed statement of the overall purpose of the proposed sabbatical.
- Provides detailed clear, specific, measurable proposed sabbatical objective(s).
- Provides a detailed description of each supporting activity required to meet the proposed sabbatical objective(s).
- Provides a detailed description of activity products or outcomes that are quantifiable and measurable.
- Provides a detailed description of how the Faculty member will document the completion of each objective and activity. *(For Example Only: Could include the identification of a finished product described in specific detail such as 1) developing a book proposal with a cover letter, rationale, sample statements of support tentative table of contents, and sample chapter on the topic of “ the symbolic use of space in Mayan architecture,” 2) creating a Chemistry 101 lab manual consisting of 16, 4-part learning modules, 3) reading 30 current journal articles applicable to developing nursing vocabulary and compiling a 20-page typed, double-spaced annotated bibliography detailing each with a 200 word summary, 4) conducting 3 site visits to Glendale, Estrella Mountain, and Paradise Valley Community Colleges for the express purpose of interviewing 12 different writing Faculty members and obtaining data on incidents of classroom disruption in developmental writing classes, 5) producing a 15-foot found metal sculpture incorporating mathematical concepts developed in MAT 201 for permanent display in the Luis Bernal Gallery, 6) writing and submitting a 10-page paper and half-page abstract to “Cooking in the College,” a juried publication in the field of culinary arts, etc.). Exemplary sabbatical proposals are available for reference in campus libraries.*
- Provides evidence of detailed planning that demonstrates the objective(s) and activities are feasible (can be completed in the allotted time).
- Provides a detailed time management plan or specific timeline of activities that demonstrates the objectives and activities have been carefully considered and represent a realistic, temporally feasible project for the sabbatical timeframe.
- Provides a detailed description of

A “MEDIUM RANGE” score will be merited by a proposal that:

- Provides a general statement of the overall purpose of the proposed sabbatical.
- Provides general proposed sabbatical objective(s).
- Provides a general description of each supporting activity required to meet the proposed sabbatical objective(s).
- Provides a general description of activity products or outcomes that are quantifiable and measurable.
- Provides a general description of how the Faculty member will document the completion of each objective and activity. *(For Example Only: Could include the identification of a finished product such as 1) developing a book proposal on the topic of “ the symbolic use of space in Mayan architecture,” 2) creating a lab manual for Chemistry 101, 3) compiling an annotated bibliography containing a minimum of 30 articles applicable to developing nursing vocabulary, 4) conducting 3 site visits to Glendale, Estrella Mountain, and Paradise Valley Community Colleges to interview writing Faculty members to find out about incidents of classroom disruption in developmental writing classes, 5) producing a sculpture incorporating mathematical concepts for the College, 6) writing and submitting a paper to a juried publication in the field of culinary arts, etc.). Exemplary sabbatical proposals are available for reference in campus libraries.*
- Provides evidence of general planning that demonstrates the objective(s) and activities are feasible (can be completed in the allotted time).
- Provides a general time management plan or broad timeline of activities for that demonstrates the objectives and activities have been considered and represent a realistic, temporally feasible project for the sabbatical timeframe.

A “LOW RANGE” score will be merited by a proposal that:

- Inadequately provides or fails to provide a statement of the overall purpose of the proposed sabbatical.
- Inadequately provides or fails to provide proposed sabbatical objective(s).
- Inadequately provides or fails to provide a description of each supporting activity required to meet the proposed sabbatical objective(s).
- Inadequately provides or fails to provide a description of activity products or outcomes that are quantifiable and measurable.
- Inadequately provides or fails to provide a description of how the Faculty member will document the completion of each objective and activity.
- Inadequately provides or fails to provide evidence of planning that demonstrates the objective(s) and activities are feasible (can be completed in the allotted time).
- Inadequately provides or fails to provide a time management plan or timeline of activities that demonstrates the objectives and activities have been considered and represent a realistic, temporally feasible project for the sabbatical timeframe.

<p>contractual equivalency (days of accountability, workload, active engagement, etc.) According to the Faculty Personnel Policy Statement, Article II.B.6., contractual load is equivalent to an average of 40 hours per week. (Examples for workgroup only: Could include such things as a calculation of hours that will be required to accomplish EACH activity, an estimate of hours/days/weeks of engagement for each activity, a timeframe demonstrating approximate periods of engagement for each activity, etc.) Exemplary sabbatical proposals are available for reference in campus libraries.</p>	<ul style="list-style-type: none"> • Provides a general description of contractual equivalency (days of accountability, workload, active engagement, etc.) (Examples for workgroup only: Could include such things as a general estimate of hours/days/weeks that will be required to accomplish EACH activity, a statement indicating contractual equivalency based on estimated time for each activity, etc.). Exemplary sabbatical proposals are available for reference in campus libraries. 	<ul style="list-style-type: none"> • Inadequately provides or fails to provide a description of contractual equivalency (days of accountability, workload, active engagement, etc.)
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VALUE of the SABBATICAL—40% of total		
<p>A “HIGH RANGE” score will be merited by a proposal that:</p> <ul style="list-style-type: none"> • Provides a detailed description of the value of the proposed objectives and activities to the Faculty member’s professional development. • Provides a detailed description of the value of the proposed objectives and activities to the Faculty member’s personal development. • Provides a detailed description of how the completion of the proposed objectives and activities directly and/or indirectly benefits students at the College. • Provides a detailed description of how the completion of the proposed objectives and activities directly and/or indirectly benefits the College or College community. 	<p>A “MEDIUM RANGE” score will be merited by a proposal that:</p> <ul style="list-style-type: none"> • Provides a general description of the value of the proposed objectives and activities to the Faculty member’s professional development. • Provides a general description of the value of the proposed objectives and activities to the Faculty member’s personal development. • Provides a general description of how the completion of the proposed objectives and activities directly and/or indirectly benefits students at the College. • Provides a general description of how the completion of the proposed objectives and activities directly and/or indirectly benefits the College or College community. 	<p>A “LOW RANGE” score will be merited by a proposal that:</p> <ul style="list-style-type: none"> • Inadequately provides or fails to provide a description of the value of the proposed objectives and activities to the Faculty member’s professional development. • Inadequately provides or fails to provide a description of the value of the proposed objectives and activities to the Faculty member’s personal development. • Inadequately provides or fails to provide a description of how the completion of the proposed objectives and activities directly and/or indirectly benefits students at the College. • Inadequately provides or fails to provide a description of how the completion of the proposed objectives and activities directly and/or indirectly benefits the College or College community.

CURRENT RESUME or CV—15% of total		
<p>A “HIGH RANGE” score will be merited by a proposal that:</p> <ul style="list-style-type: none"> • Provides a detailed description of the Faculty member’s active participation and service throughout college employment. • Provides a detailed description of the Faculty member’s past and present professional activities. • Provides a detailed description of the Faculty member’s past and present service to students. • Provides a detailed description of the Faculty member’s past and present service to the department. • Provides a detailed description of the Faculty member’s past and present service to the discipline. • Provides a detailed description of the Faculty member’s past and present service to the Campus/College. • Provides a detailed description of the Faculty member’s past and present service to the community. 	<p>A “MEDIUM RANGE” score will be merited by a proposal that:</p> <ul style="list-style-type: none"> • Provides a general description of the Faculty member’s active participation and service throughout college employment. • Provides a general description of the Faculty member’s past and present professional activities. • Provides a general description of the Faculty member’s past and present service to students. • Provides a general description of the Faculty member’s past and present service to the department. • Provides a general description of the Faculty member’s past and present service to the discipline. • Provides a general description of the Faculty member’s past and present service to the Campus/College. • Provides a general description of the Faculty member’s past and present service to the community. 	<p>A “LOW RANGE” score will be merited by a proposal that:</p> <ul style="list-style-type: none"> • Inadequately provides or fails to provide a description of the Faculty member’s active participation and service throughout college employment. • Inadequately provides or fails to provide a description of the Faculty member’s past and present professional activities. • Inadequately provides or fails to provide a description of the Faculty member’s past and present service to students. • Inadequately provides or fails to provide a description of the Faculty member’s past and present service to the department. • Inadequately provides or fails to provide a description of the Faculty member’s past and present service to the discipline. • Inadequately provides or fails to provide a description of the Faculty member’s past and present service to the Campus/College. • Inadequately provides or fails to provide a description of the Faculty member’s past and present service to the community.

CONFLICT OF INTEREST ADVISEMENT

Below is Information concerning Arizona's Conflict of Interest Laws and the development or modification of materials while on a Sabbatical Leave of Absence.

A Faculty member who is granted a sabbatical leave of absence will often, during the sabbatical, spend time to develop, update, or improve a document, book, pamphlet, course materials, software, or other item or items ("materials") that have potential commercial value. In some cases, the Faculty member's desire or intention is to use the newly developed or modified materials in his or her classes at Pima or in some other context at the College. These situations present potential conflicts of interest under Arizona's conflict of interest laws (A.R.S. §§38-501 through 38-511). Faculty members are responsible for understanding and complying with the obligations that are imposed on them by such laws.

Conflict situations arise when a College employee, or a relative of a College employee, has a direct or indirect financial or proprietary interest in (1) any decision to be made by the College, or (2) any contract to be entered into by the College. Subject to limited statutory exceptions, any such financial or proprietary interest, legally termed a "*substantial interest*," imposes specific obligations on the applicable employee.

In the context of materials created or modified during a Faculty member's sabbatical, the Faculty member may have a substantial interest in any decision as to whether such materials can or will be used at the College or in any College class. For example, assume that during a Faculty member's sabbatical, the Faculty member writes a textbook that he or she would like to use in his or her classes. If the Faculty member retains any financial interest in future sales of the textbook, the Faculty member has a substantial interest in any decision as to whether the textbook will be listed as a required book, or even a recommended book, for a Pima class (regardless of whether or not the particular class is being taught by the Faculty member who wrote the textbook). The Faculty member's substantial interest triggers specific obligations under Arizona's conflict of interest laws.

An employee that has a substantial interest in a decision or contract (such as in the example above) must do three things in order to comply with Arizona's conflict of interest laws: First, the employee must publicly disclose the substantial interest. Second, the employee must not participate in any manner in his or her role as a public employee in the decision or contract with respect to which he or she has a substantial interest. This prohibition includes making any recommendation in his or her role as an employee with respect to such decision or contract. Third, the employee must file a *substantial interest* disclosure statement in the College's *substantial interest* disclosure file maintained in the Chancellor's office.

The attached Acknowledgement and Agreement form must accompany a Faculty member's sabbatical application. If a Faculty member has any questions about whether a proposed sabbatical project will or is likely to raise conflict of interest issues, he or she should contact the District Human Resources Office for further assistance (see: *Faculty Personnel Policy Statement*, Article X).

CONFLICT OF INTEREST ADVISEMENT

Sabbatical Leave of Absence

I, _____, acknowledge and agree as follows:

- If:
- (a) I am granted a sabbatical leave of absence, and,
 - (b) during such leave of absence, I develop, update or improve a document, book, pamphlet, course materials, software, or other item or items (“materials”) that have potential commercial value, and
 - (c) I contemplate utilizing the materials in my classes at Pima, or contemplate that the materials may be used in some other context at Pima,

Then, I acknowledge and agree as follows:

- (1) I will inform the Campus President at the campus at which I work about the existence of materials that I develop, update, or improve during my sabbatical leave of absence, and,
- (2) I will insure that my conduct related to (i) any decision whether such materials can or should be used in my classes or elsewhere at the College, (ii) any contract related to the use of such materials in my classes or elsewhere at the College, or (iii) any actual use of such materials in my classes or elsewhere at the College, complies with Arizona’s conflict of interest laws found in ARS §§ 38-501 through 38-511, and the Faculty Personnel Policy Statement, Article X.
- (3) I have read the document entitled “Information Concerning Arizona’s Conflict of Interest Laws and the Development or Modification of Materials While on a Sabbatical Leave of Absence” and will contact _____ in the College’s Human Resources Department if I need additional information or guidance concerning my legal obligations related to Arizona’s conflict of interest laws.

Signature of Faculty member

Date Signed