

*30<sup>th</sup> Annual  
NYSUT Community College Conference*



*Contract Exchange Workshop On*  
**PROFESSIONAL DEVELOPMENT**

SEPTEMBER 19-21, 2008  
GIDEON PUTNAM HOTEL & CONFERENCE CENTER  
SARATOGA SPRINGS, NEW YORK



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# *Professional Development*

## *2008 NYSUT Community College Conference*

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**ADIRONDACK COMMUNITY COLLEGE  
FACULTY ASSOCIATION  
CONTRACT EXPIRATION - 2004**

**Article X - Employee Travel**

A. Professional Growth

It is the responsibility of each employee who works with students to maintain and to improve his/her professional growth. To this end, the College subsidizes participation in professional meetings, workshops and appropriate conferences. In addition, the College encourages the Employee to suggest and to recommend to the appropriate Vice President through the appropriate Supervisor, guest lecturers, in-service seminars on campus, and other means to support professional growth. Where the resources of the College will permit, the appropriate Vice President will request necessary and reasonable support from the President who shall make the final decision.

D. Reimbursement

When properly authorized and approved by the appropriate Supervisor or Division Chair and the appropriate Vice President and the President, the necessary and reasonable expenses at professional meetings, conferences and workshops will be reimbursed by the College. For authorized field trips, only mileage will be reimbursed unless such a field trip extends overnight. Reimbursement shall be made by the College when proper receipts and a copy of the Request for Travel Authorization bearing the approvals as indicated above are submitted to the Vice President for Student and Administrative Services through the appropriate Supervisor or Division Chair and the appropriate Vice President and the President. The Request for Travel Authorization lists the receipts required.

**Article XVI - Employee Leaves**

D. Sabbatical Leave

1. As heretofore set forth in the Personnel Policies of the Board, sabbatical leaves for professional development may be made available to members of the academic staff who meet the requirements set forth herein. The objective of such leave is to increase each such person's value to the College and thereby improve and enrich its programs. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.
2. Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experience of professional value.
3. Faculty Members having Continuing Appointments who have completed at least six (6) consecutive years of service within the College or who, if they previously have had a sabbatical leave, have completed at least six (6) consecutive years of service within the College from the date of return from their last sabbatical leave, shall be eligible for a sabbatical leave. In computing consecutive years of service, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence other than vacation leave and sick leave with salary, and periods of part-time service, shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

4. Sabbatical leaves may be granted for periods of one (1) year at rates not to exceed one-half (1/2) salary or one-half (1/2) year at rates not to exceed full salary.

5. A Faculty Member on sabbatical leave may, with the prior approval of the President, accept fellowships, grants-in-aid, or earned incomes to assist in accomplishing the purpose of the leave. In such cases, the President may adjust the sabbatical leave salary to reflect only additional taxable income, should this income together with the sabbatical leave salary exceed the salary he/she would normally receive from the College during the period of the sabbatical leave. However, where there are moving expenses and other mutually agreed upon relocation costs, a person on sabbatical may receive additional income from other sources to the extent thereof, up to \$750.00 without adjustment of the sabbatical compensation paid by the College. The Board may, at its discretion should such expenses exceed \$750.00, permit the individual to exceed this amount.

6. The period of sabbatical leave shall be credited as continuing service for retirement and for salary purposes. All fringe benefits which the Faculty Member has at the time of the start of the sabbatical leave shall continue in effect during the leave.

7. Applications for sabbatical leave shall be submitted to the President by November 15 for any time in the following academic year. Each applicant shall include a statement outlining the program to be followed while on leave indicating any prospective supplementary income, stating that the applicant intends to continue as a Faculty Member of the academic staff upon his/her return and stating that upon his/her return the applicant will submit to the President a report of his/her accomplishments while on sabbatical leave.

8. All applicants will be notified by the President or Designee of the approval/non-approval of their request for sabbatical leave by January 1.

9. Any Faculty Member who accepts a sabbatical leave is expected to resume his/her full-time duties at the College for a minimum of two (2) academic years following such leave. Should he/she desire to accept other employment at the end of his/her sabbatical leave or before he/she has served at least two (2) years following such leave, he/she shall repay the College in full for all salary paid him/her by the College during such sabbatical leave.

#### E. Unpaid Leave

The President may grant a leave of absence of up to one (1) year for a temporary teaching assignment at another institution of higher education or temporary employment in the area of research by an institution or enterprise engaged therein, which in either instance will enhance the professional training and/or experience of the Faculty Member and increase his/her service to the College. Written application to and approval of the appropriate Vice President is required. The approval or denial of the leave by the appropriate Vice President is neither grievable nor arbitrable. Upon return from such leave, a Faculty Member shall be restored to the position he/she held prior to his/her leave, and shall receive a salary equal to that which he/she would have received had he/she taught at the College during such period.

## **Article XXII - Miscellaneous Provisions**

### **G. Individual Memberships and Subscriptions**

Upon submittal of appropriate documentation during the months of December, April, and August, the College will reimburse full-time Employees up to one hundred dollars (\$100.00), and Special Adjunct faculty members up to sixty dollars (\$60.00) per fiscal year (September 1 to August 31) for individual memberships in professional organizations, subscriptions to professional journals, books, or software and similar items for professional development approved by the Vice President for Academic Affairs and Dean of the College, all of which must relate to the professional responsibility at the College. August 31 will be the absolute last day for submittal of documentation for the academic year in which the payment occurs.

## **BROOME COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article 15 – Sabbatical Leave**

**Policy:** Sabbatical leaves for professional development are available to not more than 4% (rounded to the nearest whole number) of the total number of employees covered under this Agreement in any academic year, who meet the requirements herein set forth.

**Purpose:** Sabbatical leaves shall be granted for planned study, and planned travel related to planned study, research, and/or formal education.

**Eligibility:** Members under this Agreement having continuing full-time appointments shall be eligible to apply for a sabbatical leave if they have completed at least six consecutive years of service within the College, or, if they previously had a sabbatical leave, from the date of return from their last sabbatical leave. In computing consecutive years of service for the purpose of this paragraph, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence other than vacation leave and sick leave with salary, and period of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

**Terms & Conditions:** Sabbatical leaves may be granted for periods of one year at one-half salary, or for periods of one-half year at full salary, or for three summer sessions which shall be equivalent of one-half year at full salary. Employees under this Agreement on sabbatical leave may accept fellowships, grants-in-aid, or earned income to assist in accomplishing purposes of their leave. Those employees taking sabbatical leaves not involving planned courses of study, i.e., industrial sabbaticals, may receive fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leave, but in no event shall extra income allow the employee to receive in excess of the full amount of salary which the employee would receive had he/she not taken a sabbatical leave. Where such extra income does allow the employee to

receive an amount in excess of salary that would have been received if not on sabbatical leave, the amount of salary paid to the employee by Broome County shall be reduced by that portion if extra income earned in excess of the employee's salary which would have been received had the employee not taken a sabbatical leave. This provision shall not apply to monies earned by an employee in activities unrelated to sabbatical leaves.

### **Article 35 - Appointment of Academic Staff**

#### **D. Procedure**

##### **2. Initial, Term and Continuing Appointment**

a. Each faculty member with Initial or Term Appointment will meet at the start of each academic year with the Chair/Director/Supervisor, and two ranked and tenured faculty from her/his Department to draw up or review and, if necessary, revise the Professional Development Plan that will focus exclusively upon teaching and related professional growth or, for non-classroom faculty, professional expertise and development. The professional faculty in Computing Resources will have met with two tenured faculty from her/his Department Division to draw up or review and, if necessary, revise the Professional Development Plan. The Multimedia Instructional Designer will have one tenured member from the Computing Resources Department/Division and one tenured member from the faculty having prior SLN teaching experience serve on her/his PDMC. The plan will be reviewed and amended as necessary after each change in appointment and until continuing appointment is granted. The plan will be forwarded to the Dean for Review and comment and amended as necessary.

The faculty members of the Professional Development Mentoring Committee will be appointed by the Chair/Director after consultation with the junior faculty member and with the approval of the Dean/Vice President. Efforts will be made by the Chair to vary faculty mentors on the Committee through initial and term appointment stages. If two ranked and tenured faculty are not available within the Department, one member of the Committee without continuing appointment but holding rank, may serve. The other member must be a ranked and tenured member of another Department within the faculty member's Division. The exception will be as noted above with the professional faculty in the Computing Resources Department/Division and the Multimedia Instructional Designer. Those faculty can use tenured (non-ranked) faculty from the Department/Division.

The candidate's Professional Development Mentoring Committee shall file a report on the candidate's performance relative to the plan to the Promotion and Appointment Committee.

b. The Chair/Director will convene the Department Promotion and Appointment Committee. The Chair shall not be a member of this Committee. Where departments have fewer than five members with rank and continuing appointment, the Dean/Vice President, upon the recommendation of the Chair/Director, will appoint the requisite number of ranked faculty on continuing appointment from the Division. The Committee will solicit voluntary, written opinion on the candidate(s) from ranked faculty not on continuing appointment and professional faculty.

The Promotion and Appointment Committee shall evaluate candidates as per Article 40-C and submit a written recommendation to the Chair/Director, who shall forward his/her recommendation, together with the Committee's recommendation, to the Dean/Vice President. The Dean will forward all documents, along with his/her recommendation, to the VPAA.

### **ARTICLE 49 – Professional Development Recognition Increment for Instructional Technical Support Staff**

Scope: Opportunity to apply for a professional development recognition increment shall be available to regular employees not covered by the promotional process.

Purpose: Recognition of professional development and educational achievement beyond the level of routine job expectation.

Establishment of Professional Development Plan: Regular employees in the titles above referenced in this article who wish to be considered for a professional development recognition increment must develop a written professional development plan. This plan shall be developed in conjunction with the employee's immediate supervisor and approved by the appropriate dean and/or director and vice president. The plan shall be filed with the appropriate unit supervisor (i.e. department chairperson, director, dean or vice president). The timeline for qualifying for the increment will begin when the employee files his/her professional development plan.

An employee not interested in being considered for this increment is not required to submit a professional development plan. At such time as an employee wishes to begin the process of qualifying for a professional development recognition increment however, he/she must develop and file a professional development plan as specified above.

Timing of Request for Consideration:

An employee shall be considered to be at the base level at the time of hire. He/she must have completed four (4) years under the approved professional development plan at the base level in order to apply for consideration for a Level I increment. An employee must complete four (4) years at Level I also under a professional development plan approved as above before being eligible to request consideration for a second increment, Level H. In no event shall an employee be eligible to receive more than two increments by this process.

To implement this article there will be a sliding scale as follows for qualifying for consideration. Employees with a minimum of three (3) years full-time continuous regular service in title prior to the date of implementation of this article may apply for consideration for the increment at any prescribed time.

Employees with two (2) years full-time continuous regular service in title prior to the date of implementation of this article may apply for consideration for the increment after two (2) years under the professional development plan.

Employees with one (1) year full-time continuous regular service in title prior to the date of implementation of this article may apply for consideration for the increment after three (3) years under the professional development plan.



Initiation of Consideration for Increment: An eligible employee will apply to his/her supervisor to initiate consideration for any such increment. Application packet will include the following:

1. Evidence of the completion of the goals of the professional development plan including a statement of educational achievement.
2. Indications of work effectiveness.
3. Evidence of professional competence.
4. Standing Committee recommendation (if appropriate)
5. Other evaluation(s) (if appropriate)

The supervisor will review the application packet and forward it along with his/her letter of recommendation to the Recognition Review Committee.

Evidence of educational achievement shall include a minimum of 15 units of supervisor approved learning experiences related both to the professional development plan and area of job responsibility.

The 15 units may include:

1. Credit course work.
2. Non-credit course work such as seminars and workshops.
3. Learning attained through specific, supervisor assigned job-related learning experiences. No more than five (5) units shall be from category three.

Indications of work effectiveness and professional competence shall include evidence of:

1. Demonstrated knowledge of the field.
2. Application of the technology of the field.
3. Influence, rapport, effectiveness in working relationships with consumers of the services for which the employee is responsible.

The following equivalences for approved learning experiences related to the professional development plan will apply:

One (1) unit shall equal either one (1) credit from an accredited institution of higher education or 20 hours of non-credit educational experience consistent with above or 30 -hours of supervisor assigned job related learning experiences.

**BROOME COMMUNITY COLLEGE  
ADMINISTRATIVE GUILD  
CONTRACT EXPIRATION - 2006**

**Article 16 – Tuition Assistance Reimbursement**

In 2002-03, \$7,300, 2003-04, \$7,500, 2004-05, \$7,700, and 2005-06, \$7,900 shall be made available for job related tuition reimbursements and seminars, workshops, and conferences. This fund shall not roll over from year to year.

Reimbursement for tuition assistance according to Guild guidelines shall require:

- (a) Proper application.
- (b) Proper approval.
- (c) Proof of passing the course, or proof of attendance if no grading system is available.

Reimbursement will only be made after A, B & C above are met.

The above fund shall be separate and distinct from the SUNY reimbursement fund.

If an employee obtains tuition assistance reimbursement from any other source he/she may only receive tuition assistance under this article on a pro-rated basis.

This fund is not intended to duplicate tuition assistance obtained from another source or sources.

**Article 19 – Travel on College Business**

6. In order to receive reimbursement for mileage at rates hereinafter provided, and for travel expense incurred by attendance at conventions, meetings of associations or organizations, such attendance must have been previously authorized by the College President. Such expenses must be listed on a College travel voucher, and accompanied by hotel bills, convention or meeting registration receipts, airline, bus or train receipts or seat checks, toll and parking receipts. Meals and taxi fares must be listed separately. When claiming taxi fares, starting point and destination must be listed, and if claiming such fares when automobile is available, reason for such charges must be given. Reimbursement for meals will be permitted in accordance with current College guidelines. Reasonable customary tipping will be allowed, and should be included in the respective taxi charges.

7. When requesting authorization to travel, the request should state the date and time of the anticipated departure from and arrival at the College.

**BROOME COMMUNITY COLLEGE  
EDUCATIONAL SUPPORT PERSONNEL  
CONTRACT EXPIRATION: 2010**

**Article 27 - Travel on College Business**

6. In order to receive reimbursement for mileage at rates hereinafter provided and for travel expense incurred by attendance at conventions, meetings of associations, or organizations, such attendance must have been previously authorized by the President. Such expenses must be listed on a Broome Community College travel voucher and accompanied by hotel bills, convention or meeting registration receipts, airline, bus or train receipts or seat checks, toll, and parking receipts. Taxi fares must be listed separately and receipts are required for these items. Meals are allowed only when obtained outside the County. When claiming taxi fares, starting point and destination must be listed and, if claiming such fares when an automobile is available, reason for such charges must be given. Reasonable customary tipping will be allowed and should be included in the respective taxi charges.
7. When requesting authorization to travel, the request should state the date and time of the anticipated departure from and arrival at the college.

**Article 30 - Educational Leave**

Educational leaves are available for employees who meet the requirements hereinafter set forth. The objective of such leave is to increase each such person's value to the College and to the department thereof in which he/she is employed.

1. Educational leave may be granted for planned study and/or formal education.
2. Employees with permanent Civil Service status in their current title and who occupy a permanent budget line and have completed two (2) consecutive years of exemplary service within their respective departments or who have completed three (3) consecutive years of such service since their last educational leave, shall be eligible to apply for such leave. No more than three (3) employees covered by this agreement and not more than one (1) employee from each department shall be on leave at the same time.
3. Educational leaves may be granted for periods of one (1) academic year at rates not to exceed one-half salary or for periods of one-half an academic year at rates not to exceed full salary. Employees on educational leave may, with prior approval of the President and Board of Trustees of the College, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purpose of their leave. In such cases, educational leave salaries shall be adjusted to reflect such income, either prior to or during the period of such leave so that the total compensation shall not exceed the College salary for the period of the educational leave.
4. Applications for educational leaves shall be submitted to the Human Resources Office as far in advance as possible of the requested effective date of such leave, but in no event later than six (6) months in advance unless such requirement is waived. Each application shall include a statement

outlining the program of study to be followed while on leave, indicating any prospective supplementary income, stating that the applicant intends to continue employment with the Employer for a period of at least two (2) years immediately following the expiration of said educational leave, and further stating that upon return the applicant shall submit such a report of his/her accomplishments while on such leave.

Applications for educational leave shall contain the following information:

- a. A statement as to the date on which applicant was appointed to his/her position or the date on which applicant returned from a previous educational leave.
- b. Education, including the names of schools of higher learning that he/she attended, the dates of such attendance, and the date or degree credit earned.
- c. A full statement of his/her professional work experience which pertains to his/her field of specialty with the Employer, including dates and duties performed.
- d. Detailed projected plans for his/her use of educational leave time, including statements as to the college at which he/she intends to study, date of enrollment, and the duration of such studies.
- e. A statement as to the estimated cost to the Employer in granting the proposed leave, showing the applicant's anticipated supplementary income during such leave and an explanation as to how such estimate is established.
- f. A statement as to what specific advantages would be gained or what particular need or needs will be fulfilled in the department by granting an educational leave to the applicant.

Final approval of the granting of educational leave shall rest with the Board of Trustees.

6. If an employee discontinues his/her planned course of study before completion thereof, the employee must notify the Employer in writing immediately. If the termination of the course is caused by illness, the employee shall be entitled to sick leave pay for the duration of such illness or the extent of such benefits he or she has accrued. Otherwise the employee must return to College employment without delay. If he or she fails to notify the Employer promptly of such termination, the employee shall be deemed derelict in duty, subject to dismissal there from, and liable for repayment of all salary received from the Employer after the date of said discontinuance of the planned course of study prior to completion. In the event the employee is deemed derelict in duty as stated above, the employee shall be liable for repayment of the full amount of salary paid by the Employer while on said leave.

7. Upon accepting an educational leave the recipient shall, in consideration of the salary to be paid during such leave, execute a written instrument to the effect that in the event the employee should accept other employment and, therefore, fail to resume and fulfill the two (2) year period of his/her full-time duties with the Employer, the employee shall repay, within three (3) years from the date of resignation from said employment, 4-1/2% of the gross amount of the

salary paid to him/her and 4-1/2% of the value of any fringe benefits received while on such leave for each month and fractional part thereof, but not to exceed 100% thereof, during which he/she failed to render full-time service to Employer, exclusive of absence for vacation and sick leave, in the said two (2) year period.

## **CAYUGA COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2004**

### **Article XVII - Leaves of Absence**

#### Section Four - Unpaid Leaves of Absence

4.1 A leave of absence of one (1) semester or one (1) year may be granted for advanced study, research or holding a temporary appointment which will enhance the professional training and/or experience of the faculty member and increase his/her service to the College. Written application and approval by the appropriate dean is required. During the leave of absence, seniority will continue to accrue and the faculty member shall accumulate credit toward tenure, promotion, sabbatical leave, sick leave and salary increases. Fringe benefits will continue to be paid by the College. If the leave of absence is extended beyond one year, seniority shall not accrue and benefits shall not be retained for that year.

#### Section Five - Sabbatical Leave

5.1 Sabbatical leaves for professional development shall be granted to members of the full-time faculty who meet the requirements set forth herein. The goal of such leave is to increase the value of the individual to the College

5.2 Sabbatical leaves may be granted for travel, study, formal education, research, writing or other experience of professional value.

5.3 Members of the professional staff who have completed at least six (6) years of service with the College or six (6) years since a previous sabbatical shall be eligible for a sabbatical leave. In computing years of service for this purpose, unpaid leaves of absence as defined under Article XVII, Section 4.2 and periods of part-time service shall not be included.

5.4 Sabbatical leaves may be granted for periods of one (1) academic year at rates not to exceed one-half salary or for periods of one-half academic year at rates not to exceed full salary. Members of the faculty on sabbatical leave may, with prior approval of the President, accept fellowships, granting-aid or earned income to assist in accomplishing the purpose of their leaves. Any faculty member on sabbatical leave shall retain all accrued and continuing benefits during the period of leave.

5.5 Applications for sabbatical leaves shall be submitted to the President as far in advance as possible of the requested effective date of leave; but, in no event, later than December 1st of the academic year preceding the sabbatical unless such requirement is waived by the President. The President shall forward all applications received on or before December 1 to the College Sabbatical Leave Committee.

Each application shall include a statement outlining the program to be followed while the person is on leave and a statement of intention to return as a full-time faculty member. Upon a faculty member's return, a written resume of the sabbatical leave shall be placed on file with the President.

5.6 The number of sabbaticals shall not exceed four (4) annually. The College Sabbatical Leave Committee shall recommend no more than four (4) names to the President. The Committee will consist of three (3) faculty members appointed by the Faculty Association President and two (2) administrators appointed by the President of the College.

The President may convene a meeting with the Committee to discuss its original recommendations not later than ten (10) working days after receiving the committee's original recommendations. The Committee shall forward its final recommendations to the President not later than ten (10) working days after the meeting with the President.

The Committee will use the following criteria in making its recommendations:

- A. benefit of the sabbatical proposal to the College,
- B. quality of the proposed sabbatical activity,
- C. professional value of the sabbatical to the faculty member.

5.7 Upon receiving the final recommendations of the Committee, the President shall forward his/her recommendations, taken from the final recommendations of the Committee, to the Board of Trustees. Any applicant denied a sabbatical leave by the Board of Trustees shall be notified in writing of such denial. Normally, announcement of sabbaticals will be made by April 1.

During the absence of faculty members on sabbatical, the President shall make appropriate arrangements for carrying on activities of the College with due regard to established workloads or other members of the faculty. Faculty members on sabbatical leave shall not be required to contribute toward the salaries of their substitutes.

5.8 The Board reserves the right to rescind a sabbatical leave prior to the commencement of the leave in the event of a clear emergency which might impair the College program.

5.9 A faculty member who is granted a sabbatical will sign a promissory note which states that if he/she fails to return to Cayuga County Community College and complete one (1) year of full service after completion of the sabbatical, he/she must repay the full amount of money received while on sabbatical. Exceptions may be made provided the administration believes such exceptions to be in the best interests of the College.

## Section Six - Instructor Exchange Policy

6.1 When an exchange of faculty with other institutions is clearly seen to enhance the professional training or experience of the faculty member and increase his/her future service to the College and when there is no danger to the College program or divisional programs, such an exchange will be given consideration by the President and the Board.

6.2 If any faculty member desires to make an exchange, the sole responsibility for arrangements shall rest with him/her. Furthermore, final permission and approval shall rest with the President and the Board.

## **Article XVIII - Faculty Development Fund; Faculty Award for Excellence**

### Section One - Faculty Development Fund

1.1 The Program - A faculty development fund will be administered by a committee comprised of three (3) faculty members approved by the Faculty Association President and two (2) administrators appointed by the President. This committee shall elect a chair, review all applications and make recommendations to the President to grant funds for:

- A. Research or curriculum development - Stipends normally ranging from \$500 - \$2,750 will be granted for approved projects upon successful completion.
- B. Graduate Courses - Tuition for graduate courses upon verification of successful completion of the course(s).
- C. Course load reduction - The College will charge the fund at the minimum instructor day salary rate. Course load reductions will not be granted to light-loaded faculty.
- D. Seminars/Conferences - Attendance at seminars/conferences which cannot be funded by division travel budgets.

### 1.2 General Information

- A. In the case of excess applications for faculty development grants in a given semester/term, priority will be established on the basis of criteria outlined in Article XVIII, Section 1.4. When applications for consecutive semesters exceed the number of faculty grants awarded, all proposals will be judged each semester based on Article XVIII, Section 1.4.
- B. Non-teaching faculty members may receive time from regular working hours to pursue graduate work on the same basis as teaching faculty provided that facilities and programs are at all necessary times adequately staffed.
- C. Allocation:
  - 1. A maximum of \$11,689 will be made available for the fall and spring semesters for the 1997-1998, 1998-1999 and 1999-2000 school years. A maximum of \$5,845 will be made available in the 1998, 1999, and 2000 summer sessions.
  - 2. A maximum of \$12,069 will be made available for the fall 2000 semester and \$12,069 for the spring 2001 semester. A maximum of \$6,035 will be made available in the summer 2001 session.
  - 3. A maximum of \$12,461 will be made available for the fall 2001 semester and \$12,461 for the spring 2002 semester. A maximum of \$6,231 will be made available in the summer 2002 session.
  - 4. A maximum of \$12,866 will be made available for the fall 2002 semester and \$12,866 for the spring 2003 semester. A maximum of \$6,434 will be made available in the summer 2003 session.
  - 5. A maximum of \$13,316 will be made available for the fall 2003 semester and \$13,316 for the spring 2004 semester. A maximum of \$6,659 will be made available in the summer 2004 session.

- 6. In the event that total funding allocated to the fall semester for Faculty Development Grants is not exhausted through recommendations of Committee and action by President, the remainder shall be carried over to spring semester.
  - 7. In the event that total funding allocated to the spring semester for Faculty Development Grants is not exhausted through recommendations of Committee and action by President, remainder shall be carried over to summer term.
- D. The College reserves the right to deny a faculty development grant if the Faculty Development Committee or the President determine a faculty development proposal not to be of high standard, or in the event of a clear emergency which might impair the College program.

1.3 Application Procedure

A. Persons desiring Faculty Development Funds (FDF) must complete the standardized FDF application form and forward to the Faculty Development Committee.

B. Deadlines are as follows:

<u>Semester Term</u>	<u>Application Deadline</u>	<u>Notification Deadline</u>
Spring Semester	November 1 <sup>st</sup>	December 15 <sup>th</sup>
Summer Term	March 1 <sup>st</sup>	April 15 <sup>th</sup>
Fall Semester	May 1 <sup>st</sup>	July 15 <sup>th</sup>

**CUNY  
PROFESSIONAL STAFF CONGRESS  
CONTRACT EXPIRATION - 2007**

**Article 28 – Travel Allowances**

The University shall provide the sum of \$850,883 annually which shall increase to \$872,155 annually effective May 1, 2004, to \$896,139 annually effective May 1, 2005, to \$923,024 annually effective May 1, 2006 and to \$931,618 annually effective September 19, 2007 for use by members of the bargaining unit for attendance at professional meetings and conferences. The allocation of travel funds at each college shall be made by the appropriate college official or college committees.

**Article 33 – Faculty and Staff Development**

33.1 The University agrees to develop and implement with the PSC programs of professional development and/or retraining for tenured and certificated members of the instructional staff in the titles Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. Participation in the programs shall be voluntary.

33.2 The University, through its Office of Faculty and Staff Relations, agrees to develop and implement with the PSC programs of professional development and/or retraining for members of the non-classroom instructional staff. The program shall be voluntary. The University shall have the right to assign staff to the program only during the normally scheduled work day.



33.3 The Chancellor will consult with the President of the PSC regarding general guidelines for the development and implementation of the programs. These programs shall be developed on a no-cost basis.

33.4 Staff successfully completing a faculty or staff development program shall, upon their request, have acknowledgment of this fact placed in their personal personnel files.

33.5(a) An annual sum of \$500,000 University-wide, which will increase to \$512,500 effective May 1, 2004, to \$526,594 effective May 1, 2005, to \$542,392 effective May 1, 2006 and to \$547,442 effective September 19, 2007 will be allocated to provide opportunities for professional development for employees in Higher Education Officer series and College Laboratory Technician series titles. Guidelines for the implementation of this provision are contained in Appendix B.

(b) Consistent with the parties' understanding in the September 26, 2003 side letter, which requires the parties to negotiate the use of funds in excess of \$500,000 in the HEO/CLT Professional Development Fund, the parties have agreed that, effective September 1, 2006, \$500,000 from the HEO/CLT Professional Development Fund shall be allocated on a one-time basis to an Adjunct Professional Development Fund.

33.6 Effective September 1, 2006, the sum of \$500,000, from paragraph 33.5(b) above, shall be deposited by the PSC in a separate, interest-bearing account for the purpose of establishing an Adjunct Professional Development Fund. The Adjunct Professional Development Fund will continue to operate until the \$500,000 has been expended. Guidelines for the implementation of this provision are contained in Appendix C.

33.7 This Article shall not be subject to Article 20.

#### Appendix B – Guidelines for the Implementation of the HEO/CLT Professional Development Fund

1. Effective October 31, 2002, during the first quarter of every fiscal year (July 1 to June 30), The City University of New York will forward to the Professional Staff Congress/CUNY (hereinafter "the PSC") the funds provided pursuant to Article 33.5 of the collective bargaining agreement. These funds will be maintained by the PSC in a separate, interest-bearing account.

2. The PSC will establish a HEO/CLT Professional Development Committee that will be responsible for reviewing applications and making the professional development grants provided for under Article 33.5 (a) of the collective bargaining agreement. The Professional Development Committee will also be responsible for accounting to the PSC for the expenditure of the funds.

3. If the funds provided in any fiscal year are not fully expended in the fiscal year, they may be rolled over into the next fiscal year. It is agreed, however, that if the funds available in any fiscal year exceed one million dollars (\$1,000,000), the parties will meet to negotiate a mutually agreeable expenditure of the funds in excess of \$500,000.

4. At the end of the fiscal year, the PSC will provide an accounting of the use of the funds to the Vice Chancellor for Faculty and Staff Relations. This accounting will include the following information: 1) the name of each recipient, 2) the amount of the grant, 3) the specific purpose for which the grant was made, 4) an itemized accounting of other (i.e., administrative) expenditures, 5) the opening balance of the account and 6) the closing balance of the account.
5. Prior to July 1, 2006, professional development grants will be made three times during the fiscal year. The deadlines for submitting applications are July 15 (for Fall semester activities), January 3 (for Spring semester activities), and May 1 (for Summer activities). Applications may be made at any time prior to these deadlines. Effective July 1, 2006, applications may be submitted and professional development grants will be made on a rolling basis during the fiscal year.
6. Full-time employees in Higher Education Officer Series and College Laboratory Technician Series titles will be eligible to apply for professional development grants pursuant to Article 33.5 (a) of the collective bargaining agreement. Employees in adjunct College Laboratory Technician titles will also be eligible to apply, provided that they are working at least 10 hours per week during the semester in which application is made and have worked 10 or more hours per week for four consecutive semesters (not including summer sessions) immediately preceding the semester in which application is made. Eligible employees will apply by using the standard application form. The application will explain how the professional development activity is related to the employee's position at the University and to the employee's own professional development.
7. Applications must have the supervisor's approval before being submitted to the HEO/CLT Professional Development Committee. If the supervisor does not approve the application, the supervisor must provide an explanation for the disapproval.
8. Applications must be approved by the HEO/CLT Professional Development Committee before the professional development activity commences. The only exception is that applications for retroactive grants may be submitted for activities between November 1, 2002 and August 31, 2003. Such retroactive grants require the approval of the Vice Chancellor for Faculty and Staff Relations.
9. Funds will be disbursed to the employee only upon submission of documentation acceptable to the HEO/CLT Professional Development Committee.
10. The maximum award for professional development activities in any academic year granted before July 1, 2006 is \$2000. Effective July 1, 2006, the maximum award for professional development activities in any academic year is \$3,000. Preference will be given to employees who have not previously received professional development funds pursuant to Article 33.5 (a) of the collective bargaining agreement.
11. Effective July 1, 2006, up to \$3,000 annually may be spent from the Fund to reimburse the PSC for administrative expenses incurred by the PSC in implementing the Fund. The PSC will provide an annual itemized accounting of these expenses.

12. Members of the HEO-CLT Professional Development Committee may receive a stipend from the HEO-CLT Professional Development Fund of up to \$3,000 per person per annum. The cost to the HEO-CLT Professional Development Fund for these stipends may not exceed \$12,000 per annum.

## Appendix C

### Guidelines for the Implementation of the Adjunct Professional Development Fund

1. Effective September 1, 2006, the PSC will establish an Adjunct Professional Development Selection Committee that will be responsible for reviewing applications and making the professional development grants from the Adjunct Professional Development Fund. Applications will be received and grants awarded on a rolling basis.

2. The Adjunct Professional Development Selection Committee will be responsible for accounting to the PSC for the expenditure of the funds. At the end of each CUNY fiscal year (i.e., June 30), the PSC will provide an accounting of the use of the funds to the President of the PSC and the Vice Chancellor for Faculty and Staff Relations. This accounting will include the following information: 1) the name of each recipient, 2) the amount of the grant, 3) the specific purpose for which the grant was made, 4) an itemized accounting of other (i.e., administrative) expenditures, 5) the opening balance of the account and 6) the closing balance of the account.

3. An adjunct faculty member who is teaching six or more classroom contact hours in the semester and has taught one or more courses for the two most recent consecutive semesters (not including summer session) shall be eligible to apply for a grant from the Adjunct Professional Development Fund. To be eligible for a grant that would be used during an intersession or summer session period when not otherwise employed at the college, an adjunct must meet the above stated eligibility requirements and in addition must have been notified of reappointment for the next consecutive semester. Continuing Education Teachers who are appointed to a position that will continue for a period of more than six months and that requires them to teach a minimum of 20 hours per week and who have taught in such an appointment for the two most recent consecutive semesters (not including summer session) shall also be eligible to apply for a grant from the Adjunct Professional Development Fund.

4. Eligible employees will apply by using a standard application form. The application will explain how the professional development activity is related to the employee's position at the University and to the employee's own professional development. A grant for a professional development activity that conflicts with the employee's teaching responsibilities will not be awarded.

5. Applications must have the approval of one chairperson of a department that is employing the adjunct before being submitted to the Adjunct Professional Development Selection Committee. If the chairperson does not approve the application, he/she must provide an explanation for the disapproval.

6. Applications must be approved by the Adjunct Professional Development Selection Committee before the funded professional development activity commences. Funds will be disbursed to the employee only upon submission of documentation acceptable to the Adjunct Professional Development Selection Committee.

7. The maximum award for professional development activities in any academic year to an individual is \$3,000. Preference will be given to employees who have not previously received professional development funds and to employees with long service to the University. Up to \$3,000 annually may be spent from the Fund to reimburse for administrative expenses. The PSC will provide an annual itemized accounting of these expenses.

## **CLINTON COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2003**

### **Article VII - Professional Obligations**

#### **C. Duties and Responsibilities of the Full-time Teaching Faculty**

4. To keep abreast of advances and developments in their respective fields by such various methods as continued education, attendance at workshops and institutes whenever possible, and attendance at on-campus professional development events.

#### **Duties and Responsibilities of Non-Teaching Faculty Members**

2. To keep abreast of advances and developments in their professional field by such various methods as continued education, attendance at workshops and institutes, whenever possible, and attendance at on-campus professional development events.

### **Article XIV - Leaves**

#### **G. Guidelines for Sabbatical Leave**

1. Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experiences of professional value to the College.

#### **2. Applications**

Applications for sabbatical leave shall be submitted to the Vice President of Academic Affairs on or before February 15 of the previous academic year to the proposed sabbatical leave. The applications shall be submitted to the AD HOC Committee (as noted in paragraph #8 incorporated in this paragraph). The AD HOC Committee shall meet and forward its recommendations to the Vice President of Academic Affairs on or before April 15 unless such requirement is waived by the President. Each application shall include a statement outlining the program to be followed while on leave, indicating any prospective supplementary income over \$5,000, stating that the applicant intends to continue as a Faculty Member for at least one year of service upon return from the sabbatical. The Faculty Member will submit to the President a report of accomplishments while on sabbatical leave upon return within thirty (30) calendar days:

3.A. The Board may grant such sabbatical leave as it deems appropriate, upon the recommendation of the President.

#### **4. Substitutes**

Faculty Members on sabbatical leave shall not be required or permitted to contribute toward the salary of substitutes, if any, during their absence.

## 5. Eligibility

Sabbatical leaves may be granted to Faculty Members who have completed at least six (6) years of full-time service within the College. Faculty Members who previously have had a sabbatical leave and have completed at least six (6) years of full-time service since eligibility for the initial sabbatical leave was established, shall be eligible for sabbatical leave. In computing years of full-time service for the purpose of sabbatical leave, periods of sick leave with salary and periods of temporary full-time service shall be included; periods of leaves of absence and periods of part-time service shall not be included.

## 6. Terms and Conditions

Sabbatical leaves may be granted for a period of two semesters at rates not to exceed one-half salary, or for one semester at rates not to exceed full salary. Faculty Members on sabbatical leave may, with prior approval of the President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves.

## 7. The Sabbatical Application Process

This process includes two steps, a written application and an interview with a Sabbatical Leave Committee. (a) The written application

- Sabbaticals for study – Purpose of the leave and name of institution to be attended (include matriculation status, degree program, acceptance letter if applicable, specific courses, titles, number, schedule, credit hours to be earned). Most important is a specific description of how the coursework/study will directly relate to subject matter, scholarship and pedagogy at the College. Address how the study will upgrade knowledge, provide retraining or result in the development of new, related coursework at the College.
- Sabbatical for travel – A specific measurable educational objective in direct relation to the applicant's field of endeavor. Describe how the sabbatical leave activity supports the applicant's long-term goal or the outcome for the sabbatical leave endeavor. Include a specific description of the relationship between the sabbatical leave travel and how it will be applied to subject matter, scholarship and pedagogy at the College. Include a detailed itinerary and timeline.
- Sabbatical for other education purpose – These include but are not limited to job-related experiences, internships, research, or program-related initiatives of significant proportion which cannot be accomplished without the provision of a sabbatical leave. Describe the specific educational objective in direct relation to the applicant's field of endeavor. The objectives must be measurable, and clearly describe how the sabbatical leave activity supports the applicant's long-term goal or outcome for the sabbatical leave project. Include the specific project timeline and a description of project components.

### (b) The interview with the Sabbatical Leave Committee

A committee of at least three (3) members appointed by the College President and at least one (1) member from each of the following constituencies: representatives of the tenured faculty, division coordinators and the administration will review all sabbatical leave applications. Brief interviews will be conducted with all sabbatical leave applicants. Interviews are to clarify the written application. The Vice President of Academic Affairs or Dean for Student Personnel Services will hold ex-officio status on this committee.

## 8. Recommendations

The Sabbatical Leave Committee will make recommendations concerning sabbatical applications to the Vice President of Academic Affairs or Vice President for Student Personnel Service who in turn will make recommendations to the College President, who will make recommendations to the Board of Trustees. The granting or denial of any sabbatical leave is at the sole discretion of the Board of Trustees. The applicant will be informed on or before August 15.

## Professional Released Time

Unit members shall be afforded the opportunity to apply to the Vice President of Academic Affairs or the Dean of Student Personnel Services for released time to pursue professional development which shall be limited to attendance at workshops, seminars, lectures, or credit courses directly related to the person's job duties. Such released time for credit courses shall not exceed five (5) working days per year.

# **COLUMBIA-GREENE COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2013**

## **Article XII – Staff Development**

### A. Sabbatical Leave

1. Members of the faculty with six years "continuous" full-time or pro rata full-time service at the College are eligible to apply for sabbatical leave for the purpose of formal education, research, job-related travel, writing, creative work in the arts, or other related experiences of professional value. Periods of approved leave without pay shall not count towards this six-year total, but will not be deemed to be an interruption of otherwise "continuous" service.
2. Eligible faculty members desiring to be considered for sabbatical leave will file an application with the Dean on or before November 15 of the Academic year prior to that in which the leave is desired. This application will include a detailed description of the applicant's proposed use of the leave time.
3. The application must contain a recommendation by the appropriate Division/Department Chairperson and Dean.
4. The President shall attach his/her own recommendations and those of the Dean and forward both sets to the Board.
5. The Board's decision shall be rendered prior to March 31, and each faculty member shall be informed in writing of the decision on his/her application.
6. A faculty member on sabbatical leave will receive half-pay for a full academic year or full pay for a leave of one semester.
7. Faculty members on sabbatical leave shall retain all accrued benefits during the period of sabbatical leave. The College will continue its contributions to fringe benefit plans in accordance with the provisions of those plans.

8. Faculty members receiving sabbatical leaves shall agree in writing to remain with the College for at least two full years following the end of their leave period. If a faculty member wishes to reimburse the College based on the salary received and prorated over two years, he/she may do so and this section will be waived. The College may require as a condition precedent to the granting of a sabbatical leave the execution of instruments to secure the repayment of salary received when on sabbatical leave in the event of the failure of the employee to return and complete such service.

9. Upon return, and within 90 days, a complete written report of the activities, results and outcomes of the sabbatical must be presented to the President for deposit in the Professional Collection of the College. If requested by the Dean, President, or Division/Department Chairperson, the individual will present the results of his/her sabbatical to an assembly of College personnel or others as mutually agreed upon by the faculty member and the appropriate College official.

#### B. Travel Support for Staff Development

1. The College shall, each year, allocate to each Division/Department for use for professional or other approved activities a sum equal to \$350 for each full-time Instructor; \$375 for each full-time Assistant Professor; \$400 for each full-time Associate Professor, and \$425 for each full-time Professor.

2. All faculty members shall submit their travel requests for approval to the appropriate administrative officer. They shall be reimbursed for all actual expenses incurred for approved travel, lodging, and meals to the approved budget limits. These expenses shall be reported on the College expense report form and sustained by paid vouchers or receipts.

## **CORNING COMMUNITY COLLEGE PROFESSIONAL EDUCATORS CONTRACT EXPIRATION – 2007**

### **Article 9 - Sabbatical Leave**

The objective of such leave is to increase a faculty's value to the College and thereby improve and enrich its programs. Such leave will not be regarded as a reward for service or as a vacation or rest period occurring automatically at stated intervals. Furthermore, sabbatical leaves will be granted for formal education, research, writing or other experiences of professional value, which may include travel. Sabbatical leave will be granted only by the Regional Board of Trustees based upon the recommendation of the President of the College.

Full-year sabbaticals are paid at 60% of the faculty's base salary; one (1) -term sabbaticals are paid at 100% of the faculty's base salary.

Formatting of documentation for Sabbatical Leaves are located in the August 2005 Faculty Handbook, which is prepared by the Vice President and Dean of Academic Affairs, and shall be applied for the duration of this Agreement.

### 9.1 Eligibility Requirements

A faculty member is eligible to apply for sabbatical leave if he/she has completed six (6) years of continuous, full-time service to the College. The Vice President and Dean of Academic Affairs will notify all eligible faculty members no later than May 15th of each year.

Applications for sabbatical leave will be considered for the academic year following satisfaction of the service requirement.

Leaves of absence (whether taken at the request of the faculty or impressed upon the faculty, such as leaves for sickness, FMLA, court processes) will not constitute a break in continuous service which would require a new six (6) year service requirement.

Any approved leave of absence of less than one (1) semester's duration will count as service toward meeting the six (6) year service requirement. Any leave of absence for more than one (1) semester will not be counted as service toward meeting the six (6) year eligibility requirement.

Once eligibility to apply for sabbatical leave is established, it will continue in effect until such time as sabbatical leave is taken.

### 9.2 Re-entry Obligations

Any faculty who accepts a sabbatical leave is obligated to return to full-time employment at the College for the academic year immediately following the academic year in which such leave is taken. Failure to do so will oblige the faculty to repay the total compensation paid to or on behalf of him/her during the sabbatical leave within a one year period in accordance with a previously agreed upon repayment schedule, except in the case of permanent disability or death.

The College is obligated to restore the faculty member to the same or equivalent position for the academic year immediately following the academic year in which the sabbatical leave is taken and to restore all benefits offered prior to the taking of the sabbatical leave. However, in the event that a reduction in force becomes necessary prior to the return from sabbatical leave, the faculty member's right to be restored to the same/equivalent position upon return from sabbatical leave will be determined under the provisions of Section 17 Reduction in Tenured Faculty, of this Agreement. In the event that a returning faculty member cannot be restored to the same/equivalent position under the provisions of such section of this Agreement, he/she will not be required to repay all monies expended on his/her behalf during the sabbatical leave.

### 9.3 Sabbatical Application Procedures

Sabbatical leave applications must be presented to the Division Chairperson by October 15th of the year preceding the proposed leave year.

The Division Chairperson will evaluate sabbatical leave proposals on the basis of educational merit and benefit to the College and will make recommendations to the VP and Dean of Academic Affairs by November 15th. The President of the College will review the recommendations made by the VP/Dean of Academic Affairs, further evaluate the proposals, and present final recommendations to the Regional Board of Trustees for approval. The applicant will be notified of the Board's decision by the first business day in January.



It is understood that sabbatical leaves will be granted only for the purpose specified in the initial request. A change of plans by the applicant prior to the start of the leave will necessitate a reconsideration of the situation by the College.

#### 9.4 Sabbatical Criteria

Applicants must show how their sabbatical leave proposal will directly benefit the College. The minimum criteria by which the merits of each application will be evaluated are listed below. It is recognized that a single application may not fulfill all of the following criteria; however, each application will be evaluated on the basis of the degree to which the following multiple criteria are met:

- i. Preparation for job transfer within the College.
- ii. Study related to area of specialization.
- iii. Study related to field in general.
- iv. Curriculum development for new programs.
- v. Development of educational media.

A report on progress of the sabbatical leave project will be submitted according to specifications of the College administration at intervals set by the administration.

#### 9.5 Sabbatical Conditions

Since the intent of the sabbatical leave program is to ensure that the College receives some return on its investment, rather than to allow the applicant to profit financially from the leave, the following additional conditions will apply:

- a. Upon return from sabbatical leave, the faculty member is required to state all sources and amounts of income during the pursuit of the sabbatical leave. The faculty member will repay to the College all income in excess of the base salary derived from his/her profession, minus a reasonable amount to cover expenses incidental to the pursuit of the sabbatical project itself, up to the amount of the sabbatical stipend he/she received from the College.
- b. Sabbatical leaves may not be extended. If additional time is required for completion of a sabbatical project, such requests will be considered as requests for leaves of absence without pay and will be submitted through appropriate channels.

## **DUTCHESS COMMUNITY COLLEGE UNITED EDUCATORS CONTRACT EXPIRATION – 2008**

### **Article V - Benefits for Educators**

#### 5.2 Book Allowance, Travel Funds, Computer Hardware/Computer Software:

For each year of this Agreement, educators shall be reimbursed up to \$350 to cover the cost of conferences, professional books, journals, subscriptions, and computer hardware/computer software of a job related nature. Travel reimbursement under this provision is limited to approved conventions, conferences, seminars, and travel expenses that are part of an approved sabbatical leave proposal.

5.3 Tuition Reimbursement: For the period of this contract, sums of money shall be allocated each year for reimbursement of tuition fees for study as approved by the Dean of Academic Affairs for teaching educators and by the President for non-teaching educators.

For each year of this Agreement, the sum shall be \$35,000. Effective 9/1/00, limitations shall be \$1,100.00 per year to each Educator. Effective 9/1/01, limitations shall be \$1,200.00 per year to each Educator. Effective 9/1/02, limitations shall be \$1,300.00 per year to each Educator. Effective 9/1/03, limitations shall be \$1,400.00 per year to each Educator. Among teaching educators, those taking courses to satisfy promotion and tenure requirements will be given first priority. Guidelines for the administration of this policy will be promulgated by the Board of Trustees.

#### 5.8 Sabbatical Leave:

(a) The Board of Trustees agrees that every tenured teaching educator having six years of consecutive service shall be eligible for sabbatical leave. Consecutive service shall be defined as years of full-time service in tenure track or continuing appointments. Further, full-time non-teaching educators, on other than temporary contracts or grant-funded appointments, having six years of consecutive service shall be eligible for sabbatical leave.

(b) The Board of Trustees agrees that sabbatical leaves may be given up to a maximum of five percent of the teaching educators each academic year consistent with the requirements of the College. Those teaching educators granted full-year sabbaticals shall receive 50 percent of their base salary for that period. Those teaching educators granted half-year sabbaticals shall receive 100 percent of their base salary for that period.

Non-teaching educators may be granted sabbatical leaves ranging from one month to 12 months in duration. Those granted sabbaticals of up to six months will receive 100 percent of their base salary. Salary will be prorated for those granted sabbaticals of longer than six months, with half pay for 12 months.

(c) Those taking half-year sabbaticals during the spring semester shall not be required to return to work following the Christmas break if the Dean of Academic Affairs approves.

(d) The Board of Trustees encourages full-year sabbatical proposals from teaching educators.

(e) Up to two additional sabbaticals beyond the five percent may be available each year designed to provide additional qualifications to teach in a different discipline: for full-time tenured teaching educators with at least 10 years of continuing full-time teaching experience at Dutchess or permission of the Dean of Academic Affairs, not eligible for sabbaticals under the regular process, unable to be assigned a full teaching load, and facing the prospect of termination. Application for such a sabbatical must be with permission of the President and must be in a field in which there is an institutional teaching need.

(f) In lieu of applying for such a sabbatical, the individual in question may choose, with the approval of the President, to receive 50 percent of his/her last year's base salary as severance at the conclusion of his/her 12 month notification year (last year). Such payments shall be subject to all applicable federal, state, and local taxes and other payroll deductions.

Individuals who are approved to receive severance will be continued in the College's Health Insurance Program pursuant to COBRA legislation. The College will pay for the first six months of continued coverage.

## **ERIE COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2005**

### **Article 60 - Leave Time**

#### Section 9 Sabbatical Leave

(a) Requirements and Committee Composition. A faculty member may request sabbatical leave after six (6) consecutive years of service. Sabbatical leaves may be used for planned travel, study, formal education, research, writing and other experiences of professional value. Sabbatical leaves shall be granted for one (1) year at one-half (1/2) salary or one-half (1/2) year at full salary. During the period of sabbatical leave, the Faculty member shall retain all the rights and privileges of a full-time, on-campus Faculty member. All fringe benefits such as retirement, insurance, and the like shall continue in effect during the sabbatical period. A Faculty member returning from a sabbatical leave shall have the right to return with seniority rights to the academic unit that he left. The period of sabbatical shall be credited as service for retirement and the granting of increments. All requests must be made in writing and presented to the College Sabbatical Leaves Committee no later than February 1<sup>st</sup> for a sabbatical commencing in the Fall Semester and September 1<sup>st</sup> for a sabbatical commencing in the Spring Semester. Such requests must include an outline of the Faculty member's program, relationship to his professional responsibilities at the College and the manner whereby the program will improve his value to the College. Such requests will be made to an equal number of eight (8) representatives—four (4) from the Faculty and four (4) from the College. (The Federation President will appoint said Faculty representatives.)

(b) The committee will forward ranked recommendations to the President of the Federation who will forward these recommendations to the President of the College. The President of the College will submit his ranked recommendations to the Board of Trustees. The Board will act on requests for sabbaticals commencing with the Fall Semester no later than May 1<sup>st</sup> and no later than December 1<sup>st</sup> for sabbaticals commencing with the Spring Semester. The decision of the Board will be final and non-grievable.

(c) Within thirty (30) days upon return, the Faculty member shall submit to the President and the College Sabbatical Leaves Committee a written report of his accomplishments while on sabbatical leave. If the Faculty member fails to return to Erie Community College and complete one (1) year of full service, he must repay the full amount of money received while on sabbatical leave.

(d) Within its budgetary limitations, the College shall grant sabbatical leaves in an amount of no less than two (2) of the full-time faculty each academic year.

## **Article 63 – Professional Development**

- (1) The College encourages the professional development of Faculty and staff through attendance at professional meetings and conferences, participation in seminar offerings, visitation of business and industry, acquisition of formal education, or any other approved activity.
- (2) Funding for such activities may be available from:
  - (a) College travel allowance.
  - (b) SUNY tuition waiver and reimbursement funds.
  - (c) Grants, foundations, or other approved sources of support.
- (3) Faculty members may be granted upon approval of the President or his designee, short term-leaves (up to three (3) days which may be consecutive, per year) to attend professional development activities. Leave time is not accumulative.

## **FASHION INSTITUTE OF TECHNOLOGY FACULTY ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article 40 - Sabbaticals**

40.1 Effective at the beginning of the Fall 1997 academic semester, ten (10) full-year sabbaticals at half-pay per year, and four (4) half-year sabbaticals at full-pay per year, will be funded by the College. Faculty on sabbatical at full-pay shall be eligible to teach no more than one (1) course in the evening and/or weekend during the semester of the sabbatical.

40.2 All full-time faculty shall have the right to apply for sabbatical leaves of absence after having completed six (6) full-time years of service at the College. A faculty member shall be given a semester's advance notice, if possible, regarding action taken on a sabbatical leave application.

### **Article 44 - Staff Development**

44.1 During the life of this contract a staff development program shall be implemented. This program shall include but not be limited to professional training in leadership and management skills and workshops that enhance job-related skills.

## **FINGER LAKES COMMUNITY COLLEGE TEACHING FACULTY BARGAINING COUNCIL CONTRACT EXPIRATION - 2005**

### **Article III - Sabbatical Leave**

Section 1:

A sabbatical leave of absence may be granted by the Board of Trustees upon the recommendation of the President in order to improve a teaching faculty member's professional ability, thus enriching the College's program. Such leaves may be granted for formal education, research, writing, study or other experience which the Board of Trustees believes will increase an individual's professional competence.

Section 2:

Teaching faculty who have completed six (6) years of continuous full-time service at the College will be eligible to receive a sabbatical leave of absence. Periods of unpaid leave approved by the College shall not be counted in determining the six (6) year total, but shall not be deemed an interruption of continuous service. Application for sabbatical leave may be made no earlier than the employee's sixth year of service.

Section 3:

An eligible bargaining unit member who desires a sabbatical leave shall submit to the Vice President of Academic Affairs and Dean of the College and to the Sabbatical Committee of the Teaching Faculty Forum a written request (on forms to be supplied by the Employer) no later than April 1 of the academic year preceding the academic year in which the leave is to commence.

Section 4:

Sabbatical leave shall be compensated at the rate of one (1) semester at full pay or one (1) academic year at half-pay. A teaching faculty member on sabbatical leave may enter into employment or contract his services only upon the approval of the President. In any such case, or in the case of any other income provided from an outside source which may be used for the personal benefit of the teaching faculty member, the compensation provided by the college shall be decreased by such amounts. However, where less than full pay is provided by the Employer, no such decrease shall be invoked until such additional income combined with the amount paid by the Employer exceeds the teaching faculty member's full normal compensation for the period during which the leave is taken. While on sabbatical leave, a teaching faculty member shall be entitled to all insurance and retirement benefits and shall accrue sick leave, but shall not be entitled to utilize or accrue other paid leave.

Section 5:

After a meeting between the Vice President of Academic Affairs and Dean of the College and the Sabbatical Committee of the Teaching Faculty Forum each shall submit all applications which have been received listed in order of preference to the College President no later than fifteen (15) days after the final application dates listed in Section 3 above. The President shall forward a maximum of three (3) applications per calendar year which he/she deems meritorious to the Board of Trustees with his recommendations. The decision of the Board regarding the granting or denial of any such leave shall be given to applicants reviewed by the Board no later than June 1 following an April 1 application. The decision of the Board shall be final, and no grant or denial of a leave under this Article shall be subject to the grievance or arbitration procedure.

Section 6:

Any teaching faculty member granted a sabbatical leave shall be required, as a condition of receiving the leave, to execute an agreement providing that the teaching faculty member shall not voluntarily terminate her/his employment with the College for at least one (1) year following the completion of a sabbatical leave and that if a teaching faculty member fails to satisfy this requirement, he/she shall be liable for any compensation and the value of all fringe benefits provided by the College during the leave period.

Section 7:

At least once during the sabbatical leave period and again within the three (3) months following the completion of the sabbatical leave, the teaching faculty member shall submit to the Vice President of Academic Affairs and Dean of the College a detailed report of his/her progress and accomplishments. These reports should follow the outline attached hereto as Appendix A.

Section 8:

A teaching faculty member who has taken a sabbatical leave shall become eligible to receive another such leave only after having completed six (6) years of continuous full-time service from the date of return from his/her last sabbatical leave. Application for additional sabbaticals may be made no earlier than the employee's sixth year after return from a prior sabbatical.

### **Article VIII - Miscellaneous**

Section 9 – Professional Development Fund

There shall be a professional development fund in the amount of \$22,000 for 2002-2003. This amount shall increase to \$24,000 for the year 2003-2004. Lastly, in the year 2004-2005, this amount will increase to \$26,000. This fund may also be used for tuition reimbursement of up to 75% for approved credit bearing courses, etc., in accordance with Resolution 382 of 1980, except that the terms "Department Chairperson" and "county administrator," as used in the resolution, shall mean "department or division head" and president of the college" for purposes of this section. "Personnel Committee," as used in the resolution, means, for purposes of the section, the Personnel Committee of the Board of Trustees.

Section 10 - Travel Reimbursement:

Teaching faculty members who teach at extension sites shall be reimbursed for travel between extension sites and the Hopewell campus, as defined in the travel policies and procedures in the Financial Administration Policy Manual.

### **Article XVII – Professional Improvement**

An employee desiring to attend a conference, workshop, institute, seminar or professional meeting shall submit a request to his Department Head explaining the nature, time, place and anticipated expense of the scheduled event. Such requests shall be forwarded from the Department Head with her/his recommendations to the Vice President of Academic Affairs and Dean of the College whose approval or disapproval shall be final and not subject to any grievance or arbitration provision.

Teaching faculty members shall suffer no reduction in salary when attending conferences, workshops, institutes, seminars, and professional meetings. The College agrees to pay the reasonable expenses of the teaching faculty members who have approval to attend such activities, which expenses are expected to conform closely to the anticipated expense set forth in the written request. The College may provide a college car; however, if a private car is used, reimbursement shall be made at the current rate.

**FINGER LAKES COMMUNITY COLLEGE  
PROFESSIONAL ASSOCIATION  
CONTRACT EXPIRATION - 2005**

**Article III – Professional Development Leave**

Section 1:

A professional development leave of absence may be granted by the Board of Trustees upon the recommendation of the President in order to improve an employee's professional ability, thus enriching the College's program. Such leaves may be granted for formal education, research, writing, study or other experience which the Board of Trustees believes will increase an individual's professional competence.

Section 2:

Employees who have completed six (6) years of continuous full-time service at the College will be eligible to receive a professional development leave of absence. Periods of unpaid leave approved by the College shall not be counted in determining the six (6) year total, but shall not be deemed an interruption of continuous service.

Section 3:

An eligible employee who desires a professional development leave shall submit to the designee of the College administration and to the Professional Affairs Committee a written request (on forms to be supplied by the Employer) no later than April 1 of the academic year preceding the academic year in which the leave is to commence.

Section 4:

Professional development leave shall be compensated at the rate of full pay for two (2) months or half pay for four (4) months. An employee on professional development leave may enter into employment or contract his services only upon the approval of the President. In any such case, or in the case any other income is provided from an outside source, which may be used for the personal benefit of the unit member, the compensation provided by the college shall be decreased by such amount. However, where less than full pay is provided by the Employer no such decrease shall be invoked until such additional income combined with the amount paid by the Employer exceeds the employee's full normal compensation for the period during which the leave is taken. While on professional development leave, an employee shall be entitled to all insurance and retirement benefits and shall accrue sick leave, but shall not be entitled to utilize or accrue annual leave or other paid leave.

Section 5:

After a meeting between the designee of the College administration and the Professional Affairs Committee, each shall submit all applications listed in order of preference to the College President no later than fifteen (15) days after the final application dates listed in Section 3 above. The President shall forward a maximum of four (4) applications per calendar year that he deems meritorious to the Board of Trustees with his recommendations. The decision of the Board

regarding the granting or denial of any such leave shall be given to applicants reviewed by the Board no later than June following an April 1 application. The decision of the Board shall be final, and no grant or denial of a leave under this Article shall be subject to the grievance or arbitration procedure.

Section 6:

Any employee granted a professional development leave shall be required, as a condition of receiving the leave, to execute an agreement providing that the employee shall not voluntarily terminate her/his employment with the College for at least one (1) year following the completion of a professional development leave. If an employee fails to satisfy this requirement, he/she shall be liable for any compensation and the value of all fringe benefits provided by the College during the leave period.

Section 7:

At least once during the professional development leave period and again within the three (3) months following the completion of the professional development leave, the employee shall submit to the designee of the College administration a detailed report of her/his progress and accomplishments. These reports should follow the outline attached hereto as Appendix A.

Section 8:

An employee who has taken a professional development leave shall become eligible to receive another such leave only after having completed five (5) years of continuous full-time service from the date of return from her/his last sabbatical leave.

### **Article VIII - Miscellaneous**

Section 11 - Professional Development Fund:

There shall be a professional development fund in the amount of \$14,000 for academic years 2002-2003, 2003-2004, and 2004-2005. This fund may also be used for tuition reimbursement of up to 7596 for approved credit bearing courses, etc., in accordance with Resolution 382 of 1980, except that the terms "department head" and "county administrator," as used in the resolution, shall mean "department head" and "president of the college" for purposes of this section. "Personnel Committee," as used in the resolution, means, for purposes of the section, the Personnel Committee of the Board of Trustees.

## **FULTON-MONTGOMERY COMMUNITY COLLEGE ASSOCIATION OF COLLEGE EDUCATORS CONTRACT EXPIRATION - 2006**

### **Article VII – Professional Workshops and Conferences**

A. Each year, the Employer shall allocate a sum equal to \$381 multiplied by the number of employees in the bargaining unit not on leave, said sum to be utilized for the purpose of employee attendance at professional workshops and conferences. Each employee is entitled to utilize \$381 of said sum for such purposes; however, upon the written authorization of another employee and approval of the Dean, such sum may be transferred from one to another employee. Requests for permission to attend such meetings must be submitted to the Dean, if possible, two



weeks before the meeting is to convene, giving place and time of meetings, topics to be covered at the meeting, and a summary of expected expenses. In circumstances in which the faculty member attends a meeting as representative or delegate of the College the preceding limitations do not apply.

Verified claims for unreimbursed expenses incurred in connection with attendance at authorized professional workshops and conferences may be made on or prior to August 1 of the fiscal year when the approved function occurred. Reimbursement will be made from the unexpended funds remaining in the faculty travel accounts for the same fiscal year if sufficient and, if insufficient, on a pro rata basis. By May 15 of each year the employer shall provide FACE a statement indicating the fund balance as of April 30 in the Professional Workshops and Conferences account.

B. When it is necessary for the employee to use private transportation to attend an approved function, the employee shall receive the higher of the mileage rates of the sponsoring counties per mile for the round-trip distance, calculated via the most direct route from campus to the destination, plus the necessary distance accumulated while attending the event. The employee shall also be reimbursed for road and bridge tolls paid along the route.

## **GENESEE COMMUNITY COLLEGE EDUCATIONAL ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article VI - Leaves of Absence**

#### 6.1 Sabbatical Committee

A sabbatical committee, consisting of five (5) unit members, shall be elected by the unit members annually. Members of this committee will not be eligible for a sabbatical leave for the next academic year. The committee's duties will be to consider all applications for sabbatical leave.

#### 6.2 Sabbatical Leave

a) The purpose of a sabbatical leave program is to increase a unit member's value to the College.

b) Sabbatical leave shall be granted for planned travel, study, formal education, research, and related activities directly related to the professional development of the individual, in terms of its use and value to their College.

c) All members of the unit who have completed at least six (6) years of continuous full-time service at the College will be eligible to apply for a sabbatical leave. The period of time for eligibility for additional sabbatical leave shall be six (6) years from the date of returning from the previous sabbatical leave. A leave of absence without pay will neither count as time earned toward eligibility for sabbatical leave nor will it constitute as an interruption of the continuous service requirement.

d) Sabbatical leave shall be for a period of one academic year at half pay. The recipient, upon approval of the President, may receive additional earned income from sources other than the College, the total of which, including the College's contribution, shall not exceed his/her College

salary for the period of time involved. The recipient will continue to receive the benefits of all College-provided fringe benefits while on sabbatical leave. As has been past practice, vacation time, sick leave, and person leave shall not accrue during sabbatical leave. The period of time involved will be used to compute time eligibility for promotion and salary adjustment.

e) Recipients of sabbatical leaves must sign an agreement to return to Genesee Community College for a period of one (1) full year following expiration of the sabbatical leave, or repay immediately the total sum of money paid by the College to the individual during the period of the sabbatical leave – including the cost of all fringe benefits.

f) Application for sabbatical leave must be submitted in writing, on forms provided by the College, to the committee, no later than December 1. The committee shall make its recommendations in priority order to the President in the instance of each application on or before January 1. The President shall announce decisions on sabbaticals on or before March 1. The form will require the applicant to outline his/her proposed program, its relationship to his/her professional responsibilities at the College and the manner whereby the program will improve his/her value to the institution. The recipient will also be required to file a written report following conclusion of the sabbatical leave period.

g) Sabbatical leave proposals must be the recommendation of the sabbatical committee, prior to submission to the President of the College. The President will submit the proposal to the Board of Trustees of Genesee Community College with his recommendation for appropriate action.

h) The number of sabbatical leaves to be granted shall be subject to the discretion of the Board of Trustees and budget stations; however, in no event shall such number exceed nor be deemed as the granting of five (5) annual leaves per fiscal year.

## **GENESEE COMMUNITY COLLEGE EDUCATIONAL SUPPORT PERSONNEL CONTRACT EXPIRATION - 2005**

### **Article 39 - Educational Benefit**

1. The Employer agrees to reimburse the employee for coursework that is directly related to work done by an employee, or work which may reasonably be expected to be performed by the employee in the near future. Course relevancy will be determined by the employee's supervisor, with final approval resting with the Director of Personnel. Employees approved for coursework at Genesee Community College will be given time off with pay if the courses so approved are during the employee's regularly scheduled work hours. There will be a limit of one (1) three (3) hour course per semester during regularly scheduled work hours. Reimbursement will be based upon the employee's successful completion of the course(s) with a final grade of "C" or better.

**HERKIMER COUNTY COMMUNITY COLLEGE  
PROFESSIONAL ASSOCIATION  
CONTRACT EXPIRATION - 2010**

**Article V - Faculty Duties, Responsibilities, and Rights**

E. Conference Attendance

1. Bargaining unit members will be allowed to apply to attend conferences both within and out of state. More than one faculty member may attend the same conference. Technical Assistants and Coordinators will be allowed to apply to attend conferences as may be appropriate.
2. Prior approval for all conference attendance must be obtained in advance from the President or his or her designee and a written summary submitted to the president or his/her designee within ten (10) days after the conference.

**Article VIII - Leaves**

E. Sabbatical Leave

After six years of continuous service at the College from the initial date of appointment or from the last sabbatical leave, a faculty member may be granted a sabbatical leave for one year at half pay, or one semester at full pay, or one summer at quarter pay (a stipend equal to one-quarter of the individual's annual salary). Such leave may be used for planned activities: formal education, research, travel, writing and other experiences of professional value. Applications must be approved by the President and the Board of Trustees. Total compensation received while on sabbatical leave may not exceed that of the full-time salary except as any excess is offset by the cost of the sabbatical project and/or the stipend for the summer sabbatical. The recipient agrees to return immediately to the College for a period of at least two regular semesters for teaching faculty and one calendar year for non-teaching faculty following the leave. Failure to return would require the repayment of 100% of the salary and fringe benefits paid during the leave.

A leave without pay does not interrupt service. Time on leave, however, does not count toward the six years of continuous service.

If a faculty member's request for sabbatical leave is refused by the committee, the committee must notify the individual in writing within thirty days of the decision why the request was not granted.

**HUDSON VALLEY COMMUNITY COLLEGE  
FACULTY AGREEMENT  
CONTRACT EXPIRATION - 2007**

**Article XVI - Leaves**

D. Sabbatical Leave

Sabbatical Leaves of absence will be granted to tenured full-time faculty members (including department chairpersons) in accordance with the following provisions:

1. Faculty members become eligible for a sabbatical leave upon completion of six (6) years for a sabbatical leave may be filed during the sixth (6th) year of employment and thereafter, to be effective, if granted, the following academic year. Faculty who have previously been granted a sabbatical leave under these qualifications must complete a minimum of an additional six (6) years of full-time employment at Hudson Valley Community College from the date of return from their last sabbatical leave in order to be eligible for a subsequent sabbatical leave. Notwithstanding the above, in instances where the number of recommended applications for sabbatical leaves is less than the number of available leaves, the committee may, in its discretion, consider applications from prior sabbaticants who have complied with the provisions of paragraph 9 hereof.
2. Sabbatical leave may be granted for one (1) semester at full salary, two (2) semesters at half salary or two (2) semesters at full salary. The salary so paid shall not be reduced by any grant or fellowship received by the applicant.
3. The total number of sabbatical leaves granted per College year shall be subject to budget limitations; however, there shall not be more than four (4) at full salary during each year of the Agreement.
4. Completed sabbatical leave application forms for leaves to be effective for one or both semesters in the upcoming academic year shall be submitted to the President of the College by 5:00 p.m. on the last faculty work day in the month of January.
5. As part of the application for sabbatical leave, the applicant shall clearly indicate the purpose of the leave and, if the leave is for study, the name of the institution and the identity of the study and courses to be pursued and their relationship to the applicant's professional position. Applications for leave for travel or educational experience (limited to one [1] semester) shall state the specific educational objective in direct relation to the applicant's field of endeavor. Should a sabbatical leave be granted, any subsequent change from that as stated in the application shall require written notification to, and approval by the President.
6. The sabbatical recipients and the terms of their leaves shall be determined by a committee composed of five (5) representatives of the tenured faculty, two (2) representatives of the department chairpersons and three (3) representatives of the administration. A department chair may not serve on the committee if a member of his/her department is an applicant; a faculty member may not serve on the committee if his/her department chair is an applicant. An applicant may not be a member of the committee. Committee determinations are subject to the approval of the President of the College and the Board of Trustees.

7. Sabbatical leave recipients remain employees of the College and their salary shall be subject to the normal deductions for social security, income taxes, health insurance and other deductions. Upon return from sabbatical leave the recipient will be restored to the position to which entitled (or a comparable position) at a salary equal to that he/she would have received had he/she been in regular attendance at the College during the period of the sabbatical leave, less, however, the pro rata of all leave credits based on the duration of the sabbatical leave.

8. Upon return from sabbatical leave, the recipient will, within sixty (60) days, unless extended by the President, submit to the President a detailed report inclusive of appropriate records and data relative to such leave.

9. Following sabbatical leave the recipient is expected to return and complete two (2) years of service in the event of one (1) year's sabbatical leave; one (1) year's service in the event of one-half (1/2) year sabbatical leave. The College may require as a condition precedent to the granting of a sabbatical leave the execution of instruments to secure the repayment of salary received when on sabbatical leave in the event of the failure of the recipient to return and complete such service.

10. Before reviewing applications, the Sabbatical Leave Committee shall establish guidelines and criteria for its operations and publish the same. Within forty (40) faculty working days following the final submission date for sabbatical leave applications, the Committee will communicate in writing to each applicant its determination of his/her application; an applicant not recommended for sabbatical leave shall be granted an opportunity to meet with the representatives of the Committee to review the Committee's determination on his/her application and the reasons therefore.

11. The determinations of the Sabbatical Leave Committee shall be grievable only as follows:

- a. The aggrieved shall have the burden of proof in all cases.
- b. The sole grounds for a grievance will be that the actions of the committee were arbitrary or capricious.
- c. Grievances will be submitted at the second stage within five (5) faculty working days following receipt of the Committee's determination.

## **JAMESTOWN COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2007**

### **Article XII - Other Conditions of Employment**

#### **12.8 Conferences and Professional Travel**

A faculty member wishing to attend a particular conference or meeting should inquire of the assistant dean well in advance of the scheduled date whether funds are available. He/she should fill out, in duplicate, the Request for Prior Approval form available from the division secretaries which calls for an estimate of the expense to be incurred, and he/she should be prepared to justify the request that payment be made from the college funds. Both copies of the form should then be submitted to the assistant dean for a signature and final approval. If permission to attend is

granted, a signed copy of the form will be returned in time so that definite plans can be made. The second copy will be retained by the assistant dean. It is expected that upon his/her return he/she will report to the assistant dean, who will arrange for information of interest to the faculty to be presented to the group.

12.8.1 Upon receipt of the Expense Report Form (only one copy is necessary) showing purpose of travel and clearly explaining expenditures, the college will make payment as promptly as possible. Receipts must accompany the Expense Report Form wherever possible.

Reimbursement for approved expenditures will be made up to the amount of the Prior Approval Slip.

12.8.2 The travel allotment for faculty shall be \$500 per year. Directors and coordinators shall have an allowance of \$800. As a rule, during the academic year one (1) major conference or meeting of his/her own choice will be approved for each faculty member. If request is made by Administration to represent the institution, this will be in addition to the one major trip allowed.

12.8.5 A sum of \$10,000 each year for the duration of the contract shall be set aside to fund travel for part-time faculty members. Prior approval for the use of this fund must be obtained from the Office of Academic Affairs.

12.8.7 Travel funds may be used for faculty to pay tuition for approved study and may be used for individual memberships for associations when either an institutional membership is not available or when the benefits of an individual membership can be shared with other faculty within the discipline and the individual membership is less expensive than an institutional membership.

#### **Article XIV – Sabbatical Leaves**

14.1.1 Full sabbatical leave– defined to be that period of time during which the recipient is absent from the college for two (2) semesters at one-half (1/2) salary, or absent from the college for one (1) semester at full salary.

14.1.2 Half sabbatical leave–defined to be that period of time during which the recipient is absent from the college for one (1) semester at one-half (1/2) salary.

#### **14.2 Policy**

Annually, sabbatical leaves for professional development may be made available to members of the academic staff who meet the requirements set forth below. The objectives of such leave are to increase each such person's value to the college and therefore improve and enrich its program. Such leave shall not be regarded as a reward for service or as a vacation or rest period occurring automatically at stated intervals.

#### **14.3 Purpose**

Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing, or other experience of professional leave value.

#### 14.4 Eligibility

Members of the professional staff having continuing appointments who have completed at least six (6) years of service within the college or who, if they previously have had a sabbatical leave, have completed at least six (6) years of service within the college from the date of return from their last sabbatical leave shall be eligible for a sabbatical leave. Individuals who have completed three (3) consecutive years of full-time service since their last sabbatical are eligible to apply for a one-half (1/2) year sabbatical at one-half (1/2) salary. In computing leave and periods of sick leave for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall not be considered an interruption of consecutive services. Periods of leaves of absence and the period of part-time service shall be considered interruptions of consecutive service.

#### 14.5 Terms and Conditions

Sabbatical leaves may be granted for periods of one (1) year at rates not to exceed one-half (1/2) salary or for periods of one-half (1/2) year at rates not to exceed full salary. Members of the academic staff on sabbatical leave may, with the prior approval of the President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves.

14.5.1 The total number of faculty sabbatical leaves granted per academic year shall be limited to five (5) percent of the full-time faculty. The percentage is based on the full-time faculty employed as of May 1st on the calendar year preceding the year of the intended sabbatical leave. In the five (5) percent calculation, the total number of sabbaticals available shall be rounded to the next larger number. If one-half year/one-half pay sabbaticals are granted, the equivalent number of sabbaticals shall not exceed this number.

14.5.2 A one-half (1/2) year sabbatical at one-half (1/2) salary shall be counted as a one-half (1/2) sabbatical in the computation of the total number of sabbatical leaves available to the faculty.

14.5.3 All fringe benefits such as retirement, insurance, and the like shall continue in effect during the sabbatical leave at the rate of pay received during the sabbatical period. The period of sabbatical leave shall be credited as service for retirement and the granting of increments.

14.5.4 In those unusual cases in which, in the opinion of the President, the granting of sabbatical leave would impair the instructional functions of a department, a faculty member shall be required to postpone his/her leave.

### **Appendix F - Fund For Faculty Development**

As it is an expectation of the college that faculty will practice professional growth through educational study, research, related travel or other activities conducive to professional growth, the college shall establish a fund for faculty development.

Administration shall allocate at least \$30,000 for each year for faculty development and shall establish a process for the allocation of these funds.

A Faculty Development Committee shall be established to allocate the monies in any given year, in accord with this expectation. The composition of the committee shall be two (2) faculty

members appointed by the Faculty Association and two (2) representatives, to be appointed by the President. The Committee shall establish specific criteria and procedures for the faculty proposals.

The Committee is charged with developing guidelines if the number or dollar amount of proposals exceeds the yearly allocation of funds. Requests for advances or vouchers for reimbursement must contain adequate documentation. In cases of release time, the college will pay a part-time faculty member with the expense being charged to this fund.

## **JEFFERSON COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article IX – Professional Benefits**

1. An amount equal to the number of full-time professional staff members, except those on temporary appointment, multiplied by \$675; shall be appropriated for use by all employees for authorized travel, approved tuition costs, other approved expenses for continuing education, and expenses connected with attending professional meetings and conferences. Expenses eligible for reimbursement shall be as follows:
  - (a) All necessary expenses for approved travel not connected with continuing education determined to be reasonable and customary.
  - (b) Expenses connected with approved continuing education activities in the following categories:
    - (i) Tuition and fees if rejected for coverage by SUNY tuition waiver.
    - (ii) Books and other course materials.
    - (iii) Necessary, reasonable, and customary expenses for travel, meals, and lodging.
2. Each claimant shall be reimbursed in full for eligible expenses up to \$675; upon submission of required forms and receipts and evidence of completion of approved courses/programs for which reimbursement is required.
3. As of August 1 each year, each employee's remaining reimbursement will be determined by dividing his unpaid eligible expenses by total unpaid eligible expenses, and multiplying by the amount remaining in the fund. In no event may an individual's reimbursement exceed unpaid expenses or may total reimbursement under this section exceed \$1350.
4. Employees of the College may enroll in courses offered by the College without charge within the limits of the funds provided for this purpose in the College budget. They may also audit credit courses on a space available basis without charge, but no transcript record will result from such audits.
5. Employees may use a college vehicle, if available, for approved travel with no charge back to the professional benefit account.



## Article XI - Leaves

### C. SABBATICAL LEAVE

1. Sabbatical leaves for professional development may be made available to full-time employees who meet requirements set forth in this section. Priority for granting such leaves shall be based upon the professional development to be achieved and its resulting value to the College.
2. Sabbatical leaves shall be granted for formal education, research, study, writing, or other experiences of professional value to the individual and the College.
3. Funding for approved sabbatical leaves shall be provided for a minimum of 5 % of the full-time employees covered by this Agreement, rounded to the next lower whole number. A formal commitment of funding for replacement personnel shall be made by the County.
4. Employees who have completed at least six (6) consecutive years of service since the date of their original appointment or return from their last sabbatical leave shall be eligible. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included; periods of leave of absence without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.
5. Sabbatical leaves may be granted for periods of one (1) year at rates not to exceed one-half (1/2) salary or for periods of one-half (1/2) year at rates not to exceed full salary. Members of the professional staff on sabbatical leave may, with the prior approval of the President, accept fellowships, grants in aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the President may adjust the sabbatical leave salary to reflect such income either prior to or during the period of such leave but the sabbatical leave salary shall not be decreased if the total earnings are less than full salary.
6. Application for sabbatical leave shall be made on the forms prescribed for this purpose and submitted to the appropriate Dean for review and recommendation by the Academic Conference by the President as far in advance as possible of the requested effective date of the leave, but in no case later than January 31 of the academic year preceding the year within which the leave is to be taken. Upon their return, and within thirty (30) calendar days, sabbatical leave recipients shall submit to the President a formal report of their professional accomplishments while on sabbatical leave.
7. Vacation leave and sick leave credits are not accrued during a sabbatical leave.
8. If a sabbatical request is denied, reasons for denial will be supplied in writing to the staff member by the Office of the President.
9. The College shall continue to provide all fringe benefits at full value for employees on sabbatical leave except as noted in article XI (C-7).

#### F. Status While on Leave

1. Employees on sabbatical leave or an educational leave of absence without salary will receive all increases in salary and benefits to which they normally would be entitled, providing they satisfactorily achieve the objectives for which the leave was granted. The College will continue to provide office space for members on leave on a "space available" basis. These provisions shall not apply beyond twelve (12) months unless extended by the Board of Trustees.

2. Employees on a leave of absence without salary may continue to participate in group insurance plans at their own expense.

### **JEFFERSON COMMUNITY COLLEGE EDUCATIONAL SUPPORT PROFESSIONALS CONTRACT EXPIRATION - 2011**

#### **Article XIV - Tuition Reimbursement**

The College will provide a tuition waiver, on a space available basis, for bargaining unit members, spouses, and children who meet the IRS definition of dependent. The tuition waiver will operate on a pilot program basis subject to the evaluation of administrative staff as to cost and effectiveness. The tuition waiver pilot program will begin the first full semester following contract ratification and expire on 8-31-2011 unless the JCC Board of Trustees authorizes an extension. The College Administration shall have sole discretion to determine policies and procedures for space available enrollment for employees, spouses, and dependents. Employees, spouses, and dependents are required to make use of financial assistance where applicable and the waiver shall not replace or duplicate reimbursement of any form of financial assistance.

Consistent with the conditions and approval process outlined above, employees may request permission to take specific courses at other regionally accredited colleges or universities. Employees may request reimbursement for up to \$1050 per fiscal year. Employees will submit proof of payment along with proof of satisfactory completion of the course(s) and grade report, with the request for reimbursement.

### **MOHAWK VALLEY COMMUNITY COLLEGE ASSOCIATION OF ADMINISTRATORS CONTRACT EXPIRATION - 2003**

#### **Article XI - Leaves of Absence**

##### 11.4 Sabbatical Leave.

A. Policy. Sabbatical leaves for professional development may be made available to members of the bargaining unit who meet the requirements set forth in this provision. The objective of such leave is to increase each person's value to the College and thereby improve and enrich its program. Such leave shall not be regarded as a reward for services nor as a vacation or rest period occurring automatically at stated intervals.

B. Purpose. Sabbatical leaves may be granted for planned travel, study, formal education, research, writing or other experience of professional value.

C. Eligibility. All members of the bargaining unit who have completed six (6) consecutive years of service within the College in any combination of term, probationary, career, and continuing appointments or who, if they have previously had a sabbatical leave, have completed at least six (6) full years of service within the College since the date of return from their last sabbatical leave shall be eligible. In computing consecutive years of service, periods of vacation, periods of sick leave with salary, and periods of leave of absence with salary shall be included. Leaves of absence up to one (1) year without pay may be included. Periods of leave other than specified, as well as part-time service, shall not be counted but shall not be deemed an interruption of otherwise consecutive service.

D. Term and Conditions. Sabbatical leaves may be authorized by the Board upon the recommendation of the President. Individuals on a sabbatical leave shall receive a portion of their normal annual salary.

11.5 Other Leaves. The President may recommend leaves of absence at full salary or reduced salary, or may grant such leave without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a unit member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with needs and interests of Mohawk Valley Community College and its employees. A salaried leave shall become effective upon approval of the Board.

Such leave shall include, but is not limited to, the following: in addition to the twelve (12) weeks of leave required by the Family Medical Leave Act, the President may grant up to an additional six (6) weeks of unpaid leave in order to give birth, or to care for a newborn child, or for placement with the employee of a child for adoption or foster care, if such leave does not absent the bargaining unit member from the delivery of instruction in more than one semester. The President, at the President's discretion, may extend this leave to a total of one year. The employee, at the employee's discretion, may use vacation, compensatory, or sick (if appropriate) leave as part of such leave. Use of paid and/or unpaid leave in excess of the above limits shall be as provided herein.

## **MOHAWK VALLEY COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION CONTRACT EXPIRATION - 2010**

### **Article 11 - Leaves of Absence**

11.4 Professional Leave without Salary. The Employer may grant leaves of absence without salary, not to exceed one year, for the purpose of permitting an employee to commence, continue, or complete advanced study, serve as an exchange teacher, serve with a professional organization, or to perform research in his/her area of professional competence when, in the opinion of the Employer such leave would be in the best interests of the Employee and the College, and when such absence would not unduly affect normal College operations or the academic program. The Employer may extend such leaves for additional periods not to exceed one year each. Employees granted such leaves shall continue to be eligible for participation in retirement and health insurance programs to the extent permitted by law at their own cost and expense.

11.6 Sabbatical Leave. Sabbatical leaves will be granted by the College to employees in accordance with standards and practices developed by the College. Such leaves may be granted for one semester at full pay or one year at half-pay.

Pursuant to and in accordance with the rules of relevant regulating bodies, all benefits such as retirement premiums, group insurance plans, and the like shall continue in effect during the sabbatical period. A career or continuing appointment shall remain in effect and sabbatical leave period shall accrue service credit and vested rights in accordance with the regulations of the subscriber's pension plan.

## **MONROE COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article 13 – Leave for Professional Advancement for the Benefit of the College**

A. Policy. A restricted number of leaves for professional advancement may be made available to Faculty who meet the requirements set forth. The objective of such leave is to increase each faculty member's value to the College in relation to the annual college goals and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.

Section B. Purpose. Leaves for professional advancement shall be granted for study, formal education, research, writing, or other experiences of professional value.

Section C. Eligibility. Faculty who have completed at least six years of service within the College, or who, if they previously have had a leave for professional advancement, or sabbatical leave and have completed at least six years of service within the College from the date of return from their last leave, shall be eligible for leave for professional advancement.

Section D. Terms and Conditions. Leaves for professional advancement may be granted for periods of one year at rates not to exceed one-half salary or for periods of one-half year at rates not to exceed full salary. Faculty on leave for professional advancement may, with the prior approval of the President, accept fellowships, grants-in-aid or earned income to assist in accomplishing the purpose of their leaves. In such cases, the President may adjust the leave for professional advancement salaries to reflect such income, either prior to or during the periods of such leave, so that total compensation shall not exceed the total gross income of the faculty member for the period if said faculty member was not placed on the leave for professional advancement.

Section E. Applications. Applications for leaves for professional advancement shall be submitted to the appropriate Vice President, the Division Dean, and to the appropriate faculty governance committee on leaves for professional advancement as early as possible, usually about the first of January but in no event later than March 1. The College shall appoint one ex-officio standing member of the aforementioned committee. Each application shall include a statement outlining the program to be followed while on leave, indicating any prospective supplementary income and stating that the applicant intends to continue as a faculty member for at least one year of service upon return from the leave, and will also submit a comprehensive leave for professional advancement report to the President within three months from the date of return.

Section F. Procedures. Copies of the application are to be presented to the appropriate Department Chairperson, Division Dean, Vice President, and the ad hoc committee on leaves for professional advancement. The faculty ad hoc committee will then review the applications and make its recommendations to the President. The Vice President then recommends to the President the number of Faculty who should be granted leave. The final recommendation to the Board will be made by the President, in consideration of the above recommendations and the financial position of the College.

Section G. Approval. The Board may grant such leaves for professional advancement as it deems appropriate, upon the recommendation of the President.

Section H. Substitutes. During the absence on leave for professional advancement of faculty members, the President shall make appropriate arrangements for carrying on the activities of the College with due regard to the reasonable workload of other faculty members. Faculty on leave shall not be required or permitted to contribute toward the salary of substitutes during their absence.

### **Article 19 – Rights and Benefits of Faculty on Leave**

Section A. Compensated Leave. Faculty on compensated leave for professional advancement shall continue to receive the benefits and protection of this Agreement.

Section B. Non-compensated Leave for Professional Advancement. Faculty on non-compensated leave for professional advancement shall, upon their return, begin receiving compensation and advancement of seniority as though they had been employed by the College during such leave. Faculty on non-compensated leave for professional advancement receive no economic fringe benefits paid by the College while on leave. Faculty on non-compensated leave for professional advancement may maintain health insurance, life insurance and disability insurance at the faculty member's own expense.

### **Article 26 – Tuition Reimbursement**

The College agrees to budget the amount of \$75,000 per year for tuition reimbursement. This reimbursement is available only for courses at duly accredited colleges and universities.

A deadline of August 31 shall be established for the submission of any request for tuition reimbursement. Any requests submitted later than August 31 will be considered only after the initial approved requests have been honored.

The maximum amount available for any year is \$2,500 per faculty member. The maximum amount available will be distributed equally when the total approved request exceeds the budgeted amount.

A voucher policy will be established with any colleges or universities that agree to payment by voucher. If a voucher payment is not possible, payment for tuition of an approved request will be made to the faculty member who can satisfactorily show proof of enrollment.

A faculty member who has received a tuition payment must notify the College of a successfully completed course. If a course is not successfully completed, the faculty member must reimburse the College through payroll deduction.

## **Article 47 – Workload for Teaching Faculty**

Section E. Faculty Professional Development Fund Applications.

Teaching faculty may contribute to a Faculty Professional Development Fund as follows: (1) class-size adjustment increases for full-time faculty in excess of load applications, (2) contact hours taught by full-time faculty which are neither applied to load nor treated as overload, (3) all increases in class size made for adjunct faculty.

Student credit hours accrued in this manner shall contribute to the Professional Development Fund at the rate of State base aid per student FTE up to a maximum of \$475,000. These funds will be distributed in the year after they are earned, as follows: 50% to the generating department, 5% to the College Professional Development Office, 5% to support new faculty orientation and training and 40% to the President, Vice Presidents, and the Academic Deans on a per capita basis of members represented by the Faculty Association for use in professional development projects.

### **Memorandum of Agreement**

The purpose of this memorandum is to outline an agreement reached with the Faculty Association in regard to Professional Development activity.

1. Computation of professional development funds will be based upon a summer through spring sequence. For example, computation of professional development funds for the 1990-1991 year would be based upon professional development that accrued from the summer of 1989 through the spring of 1990. Increased class size may be used during the summer for the accrual of professional development funds. The reference class size will be those commonly used during summer semesters.
2. For the future, any section applied to Method No. 2 as a credit towards professional development funds shall be limited to 20 students. The amount generated in this fashion shall be limited to \$40,000 and of the \$40,000 only the Department's share shall be credited to Professional Development activity. This will be available on a first come first serve basis.
3. Starting with the fall 1989 semester, any faculty who chooses may designate up to 20 students of all or part of a course (section) for the professional development account. This may occur during the fall or spring semester. This in no way is meant to limit the designation of increased class size for professional development credit. This option will have the following limitations on it:
  - a. The individual faculty member may utilize only one section per semester for this option. This limitation is meant to reduce the complexity of administering.
  - b. When a faculty member designates all or part of a section for the generation of professional development funds, the funds accrued will only be accrued for the department's share. This means that the Dean's share will not accrue in this case. Therefore, if a faculty person taught 20 students in a three credit hour course for professional development, then the department would accrue 2 FTE's (2 FTE's x \$1525 = \$3050 x 50% to the department, 0% to the Dean.

c. When part of a section is designated for professional development, the balance of students will be credited to on-load or overload, using the following formula:

Number of students enrolled in the course at the three week census date, minus the number of students designated for professional development, divided by the total number of students enrolled in the course at the three week census date.

The resulting percentage would be multiplied towards the number of credit hours that that class carried, and the resulting number would reflect the number of contact hours that the department could assign for on-load or overload credit. Illustration: Class 101, with 25 students at the three week census, maximum class size 28, three credit hour course. Twenty students designated for professional development; the balance of 5 students is credited to on-load or overload in the following manner: 5 divided by 25 equals 20% times 3 contact hours equals 6 contact hours.

No department will be able to designate all or part of a section for professional development until such a time as the department has convincingly demonstrated to the respective divisional Dean that the department has the ability to make its on-load obligation for that year.

4. Individuals may teach a proportion of their on-load responsibility during the summer to support pre-approved professional development activities that would occur during the normal academic year. If the course(s) do not make during the summer, that on-load deficit would be made up during the subsequent academic year. This agreement is made in the spirit of the mutual gain/cooperative commitment of the Faculty Association and the College.

## **NASSAU COMMUNITY COLLEGE FEDERATION OF TEACHERS CONTRACT EXPIRATION - 2008**

### **Article 26 – Sabbatical Leave**

26-1 Sabbatical leaves are awards made by the Board of Trustees to those eligible members of the faculty who propose projects to be carried out on released time,-i.e., activities relevant to their discipline, which will enhance their professional competence and will enrich their teaching and/or service to the institution upon their return to the College. Sabbatical leave may be granted for one or more of the following: graduate study, study for professional enrichment, research and/or travel in relevant fields, writing or other experience of professional merit.

26-2 The number of sabbaticals to be granted each year shall be:

2005-06	10 full year at half (1/2) pay
	14 half (1/2) year at full pay
2006-07	10 full year at half (1/2) pay
	14 half (1/2) year at full pay
2007-08	10 full year at half (1/2) pay
	14 half (1/2) year at full pay

26-3 Sabbaticals approved in the 2004-05 academic year shall take effect during 2008-2009 and shall be covered by the provisions of this contract.

26-4 Eligibility shall be limited to those faculty members who have tenure and who have completed at least six (6) consecutive years of service within the College from the date of their full-time professional appointment or the expiration of the academic year of their previous sabbatical leave. Periods of leave of absence other than sick leave with salary and periods of part-time service are not included but are not deemed interruptions of otherwise consecutive service.

26-5 Individuals approved for sabbatical leave will receive half (1 /2) salary for the full contract year or full salary for half a contract year. A sabbatical leave is not deemed an interruption of otherwise consecutive service. Faculty members on sabbatical leave cannot accept assignments at other academic institutions. In the case of assignments at foreign universities or other academic institutions offering unusual experiences, an exception may be made with the approval of the Sabbatical Leave Committee and the President. There shall be no fixed quotas by department.

26-6 Applications for sabbatical leave shall be submitted to the department Personnel & Budget Committee through its Chairperson or appropriate Dean or Director for review and recommendation and then forwarded to the Sabbatical Leave Committee before November 30th of the year preceding the academic year in which the sabbatical leave is desired. Each application shall include a prospectus of the intended activity and should state the applicant's intention to continue as a member of the faculty for a minimum period of one (1) year after the expiration of the leave, and his/her agreement to submit a written report of his/her activity to his/her department upon return.

26-7 The applicant shall normally be notified by February 1st of the academic year preceding his/her sabbatical leave of the Committee's action.

26-8 If the Board of Trustees shall fail to grant a sabbatical leave to a faculty member recommended for such leave by the Sabbatical Committee, they should do so only for compelling reasons which shall be communicated to the applicant in writing. Such refusal shall constitute grounds for appropriate grievance.

26-9 In no case shall a sabbatical leave be granted to a faculty member who has not been recommended by the Sabbatical Committee even though the quota may not be filled. If the denial of leave is sustained, the sabbatical leave shall go to the highest ranked alternate.

## **Article 62 – Sabbatical Leave Committee**

62-1 The Sabbatical Leave Committee shall be responsible for:

- a) Reviewing criteria for sabbatical leave.
- b) Receiving and evaluating applications for sabbatical leave.
- c) Forwarding a report of their recommendations to the President, who shall inform the Board of Trustees at its next regularly scheduled meeting of the leaves approved and recommended by the Sabbatical Leave Committee.



62-2 The Sabbatical Leave Committee shall consist of a dean appointed by the President and five (5) additional members of the faculty who shall be tenured and hold the rank of Associate Professor or above. There shall be a first and a second alternate according to the number of votes each has received. Any dean may meet with the Committee. All members will serve staggered two-year terms and may be reelected only once. The Committee shall convene and elect the Chairperson before the end of the spring semester. In the event a Committee member resigns, applies for a sabbatical, or otherwise leaves an unexpired term of office, he/she shall be replaced by the first alternate who then becomes a permanent member of the Committee. In the event of a second vacancy, it shall be filled by the second alternate in the same manner. No two members of the Committee may be from the same academic department. Faculty members are not eligible to serve on the Committee during the academic year in which they will be applying for sabbatical leave.

## **NIAGARA COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2006**

### **Article 16 - Leaves of Absence**

#### 16.5 Leaves Without Salary

B. Professional Development Leave- Faculty members wishing to advance their professional development by advanced study, research, writing, and/or appropriate occupational experience may be granted a leave up to one year. Under special circumstances the President may extend such a leave to a maximum of two years. Faculty members on leave shall notify the President prior to May 1 regarding their intentions to return the following fall semester.

C. Benefits During Leave Period- Insurance benefits shall continue during the leave without pay. However, vacation and sick leave credits shall not accrue or be used during the leave.

#### 16.9 Sabbatical Leave

A. Policy- Sabbatical leaves for professional development may be made available to full-time employees who meet requirements set forth in this section. Priority for granting such leaves shall be based upon the professional development to be achieved and its resulting value to the College.

B. Purpose- Sabbatical leaves shall be granted for formal education, research, study, writing, or other experiences of professional value to the individual and the College.

C. Eligibility- Members of the academic staff having continuing appointments, who have completed at least six (6) consecutive years of service or who, if they previously have had a sabbatical leave, have completed at least six (6) consecutive years of service from the date of return from their last sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included: periods of leaves of absence other than vacation leave and sick leave with salary, and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

D. Terms and Conditions- Sabbatical leaves may be granted for periods of one (1) year at rates not to exceed one-half salary or for-periods of one-half (1/2) year at rates not to exceed full salary. The sabbatical salary shall be the faculty member's annual salary prior to the term of his/her sabbatical. All fringe benefits such as retirement, insurance, and the like shall continue in effect during leave at the rate of pay received during the sabbatical period. The period of sabbatical shall be credited as service for retirement. Vacation and sick leave credits shall not accrue nor be used during the leave. If the Faculty member fails to return to Niagara County Community College and complete one year of full service, he/she must repay the full amount of money received while on sabbatical leave.

E. Applications - Applications for sabbatical leave shall be submitted to the President as far in advance as possible of the requested effective date of the leave, but in no event later than March 1 prior to the academic year in which the leave is requested unless such requirement is waived by the President. Each application shall include a statement outlining the program to be followed while on leave stating that the applicant intends to continue as a member of the academic staff upon his/her return and stating that upon his/her return the applicant will submit to the President a report of his/her accomplishments while on sabbatical leave.

F. The College will include in its proposed budget request to the Legislature sufficient funds for a minimum of three (3) sabbatical leaves in each year of the Agreement.

G. Approval- The President may recommend to the Board of Trustees, for their consideration and action, such sabbatical leaves as he/she deems appropriate and which fall within approved budget allocations.

## **Article 17 Fringe Benefits**

### **17.3 Professional Memberships**

Professional Memberships- The College shall provide thirty-five (\$35.00) for each faculty member, with any part or whole to be applicable toward membership dues in related academic and professional organization, excluding the Faculty Association of the Niagara County Community College.

## **NIAGARA COUNTY COMMUNITY COLLEGE EDUCATIONAL SUPPORT PERSONNEL CONTRACT EXPIRATION - 2007**

### **Article 6 - Work Hours**

#### **6.11 Professional Development**

The College will provide \$35 towards membership in professional organizations, excluding the NCCC ESPA, which are jointly approved by the Director of Human Resources and the President of the ESPA. In addition, the College will guarantee that each unit member will be able to attend skill-based professional development programs of their choice to a maximum of 1 day per year.

## **Article 8 - Short Term Leaves of Absence**

### **8.7 Leave or Time Off for Study or Examination or Other Educational Purposes**

- (a) Full-time leave for study or examinations without pay shall be granted in special cases and is determined on the individual factors affecting the request. Approval shall be within the discretion of the College President or his designee.
- (b) Employees may be granted two (2) hours off per week with pay to attend school under the following conditions, subject to the approval of the College President:
  - (1) The course must be directly related to the work of the department and increase the usefulness of the employee to the department.
  - (2) It must be a course that is not available after work hours.
  - (3) The work of the department makes it possible for the employee to be spared for that amount of time.
  - (4) It must be a course offered by a recognized college, university, or school.

## **NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION OF PROFESSIONALS CONTRACT EXPIRATION - 2006**

### **Article IX - Leaves of Absence**

- g. Each candidate must submit his/her proposal no later than November 1 of the year prior to that for which he/she is requesting professional leave.
  - h. The College PIL Committee will forward its recommendations to the President of the College no later than March 1 of the year prior to that for which the professional leave is requested.
  - i. The President will forward the College PIL recommendations to the Board together with his/her recommendations at the March Board meeting. Candidates will be advised of the Board's action no later than May 31.
  - j. A professional leave proposal may not exceed a full academic year and such leave will carry a stipend appropriate to the time period of the leave; i.e., for each month of approved leave, 2/3 of that month's salary plus full benefits. An approved leave may be granted for any period for one (1) month through nine (9) months, depending on the number of leaves requested and granted and upon the available funds that year.
  - k. A successful candidate for professional improvement leave must contract to return to NCCC for at least one (1) year. If he/she fails to return, the stipend will be considered to be a loan which shall be reimbursed to NCCC on the basis of a loan repayment schedule to include interest at the prime rate as published in the Wall Street Journal on the date of notification of non-return.
1. There is to be no increase in remuneration for the year while on professional improvement leave. Salary for PIL year will be based on previous year's salary. Interim increases, if any, will accrue upon return.

m. The amount expended on PIL's shall not exceed two and one-half (2 1/2) percent of the total full-time bargaining unit salaries exclusive of overloads and summer stipends.

n. If the recommendation of the PIL Committee is positive and the President of the College or the Board rejects such recommendation, upon written request, the President will provide the rejected applicant with written reasons for said rejection.

## **ONONDAGA COMMUNITY COLLEGE FEDERATION OF TEACHERS CONTRACT EXPIRATION - 2008**

### **Article VII - Personnel Policies for Fulltime Faculty**

#### 7.2 Sabbatical Leave

a. A tenured faculty member may be eligible for sabbatical leave after completion of six (6) consecutive years of faculty service from date of original appointment or from date of return from previous sabbatical leave. Consecutive years of service shall include sick leaves. Leaves without pay shall not be included, but shall not be considered an interruption of otherwise consecutive service.

b. Sabbatical leaves may be granted for study, formal education, research, writing, travel, and/or other experience of professional value, in each instance relating to the applicant's discipline or for the purpose of increasing the recipient's value to the College.

c. Sabbatical leaves may be granted for one (1) year at one-half salary or one-half year at full salary.

d. Applications for sabbatical leave must be made in writing (using the application form set forth in Appendix 2) and delivered to the Office of the President of the College with a copy to the Chairperson of the Sabbatical Leave Committee by October 15th of the sixth or subsequent year for leaves intended to commence the *following* academic year. The application shall clearly indicate the purpose of the leave and, if for study, the name of the institution at which the study is intended, the identity of the study, the courses to be pursued, their relationship to the applicant's discipline and its immediate or ultimate value to the College. Applications for other of the purposes outlined above shall state in detail their specific educational objective in direct relationship to the applicant's field of endeavor and shall demonstrate the benefit which such leave will bring to the individual and College. The Committee may consider granting priority status to applicants who have received retrenchment notice.

e. A Sabbatical Leave Committee composed of eight (8) tenured faculty members elected by the faculty shall review all applications, evaluate and place in priority order those that it determines most meritorious and which will most benefit the applicant and College and shall submit its recommendations to the President of the College by February 1st. Committee recommendations shall be subject to the approval of the President who may select there from such recipients as in the President's judgment are consistent with the purposes of this Article and are economically justified; such number, however, shall not exceed 5% of the full-time faculty. The selection of the President shall be announced on or prior to March 15th.

f. If due to unforeseen circumstances a sabbatical leave proposal changes significantly, it is expected that the faculty member will simultaneously notify the President of the College and the President of the Federation or their designees to work out an alternative strategy.

g. The period of sabbatical leave shall be credited as continuous service for all purposes. Sabbatical leave recipients remain employees of the College and salary shall be subject to normal deductions for social security, income taxes, etc. All fringe benefits such as retirement and health insurance shall continue during the term of such leave.

h. A faculty member returning from sabbatical leave shall have maintained his/her seniority in the department from which he/she left to go on leave.

i. Upon return from sabbatical leave, the recipient will submit to the President, within six (6) months, with copy to the Sabbatical Leave Committee and copy to the individual's personnel file, a report inclusive of appropriate descriptive and supporting data relative to such leave. The application form (See Appendix 2) should form the basis of, but does not supplant, the requirement for a final report.

j. If a sabbatical leave recipient fails to return and complete one (1) full year of service at the College following such leave, or fails to timely submit the sabbatical leave report provided for in subparagraph (h) herein, he/she must repay to the College the full amount received or credited to his/her benefit while on sabbatical leave.

#### 7.6 Professional Benefits.

a. The College shall reimburse expenditures for travel and necessary expenses, consistent with County policy, made by faculty members whose attendance at professional meetings and conferences has been approved in advance by the President or his/her designee.

## **ORANGE COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2007**

### **Article V - Faculty Benefits**

#### C. Paid Leaves of Absence

##### 3. Sabbatical Leave

The number of sabbatical leaves to be granted for academic year 2005-2006 shall be at least one.

In its discretion, the College may grant two (2) additional sabbatical leaves for retraining of full-time tenure track faculty. Eligibility and criteria for these discretionary retraining sabbaticals shall be established by the College.

Sabbatical leaves to full-time faculty members shall be granted in accordance with the following specific provisions:

(a) Faculty members shall be eligible for sabbatical leave during or after the seventh continuous year of service at the College. Seniority in service shall be considered in granting of such leaves.

Extenuating circumstances, such as a grant or a time limitation on a degree, may supersede seniority.

(b) Any faculty member whose application for sabbatical leave is denied will, upon reapplication, be given first consideration the following year.

(c) The sabbatical leave shall be for a period not to exceed two (2) consecutive semesters.

(d) The salary for the sabbatical leave will be at full pay for a one (1) semester sabbatical and one-half pay for a two (2) semester sabbatical. Upon return from such leave, a faculty member shall be placed at the same position on the salary schedule that he/she would have been placed had he/she taught at the College during such period.

(e) Any instructor on sabbatical shall retain all accrued and continuing benefits without exception during the period of said leave.

(f) Members of the faculty on sabbatical leave may, with prior approval of the President, accept fellowships, grants-in-aid, or earned income only if they assist in accomplishing the purposes of their leaves.

(g) Application for sabbatical leave shall be submitted directly to the President. The deadline is January 1 of the academic year preceding the one during which sabbatical leave is requested. A form provided by the College, obtainable from the office of the President, stating all necessary information must be filed. After such necessary application has been filed, the President shall submit his/her recommendation to the Board of Trustees. The granting of a sabbatical leave shall not in any sense be automatic, but the Board of Trustees will consider the advantage to the applicant as a scholar, educator, and teacher to be expected from the leave and the consequent advantage, through his/her service, to the College.

(h) A full report of the sabbatical leave must be presented to the President in writing within three (3) months after such leave is completed.

(i) In the event a member of the faculty on sabbatical leave should change, alter, or discontinue his/her approved sabbatical program before completion thereof, he/she must so notify the President promptly. If the termination of his/her course is caused by illness, he/she shall be entitled to sick leave pay for the duration of such illness, or to the extent of such benefits he/she has accrued; but otherwise, he/she must return to the College for assignment of duties without delay. If he/she fails to notify the President promptly of such termination, he/she shall be deemed derelict of his/her duty to the College, subject to dismissal there from, and liable for repayment of all salary received from the College after the date of said discontinuance of his/her planned course of study prior to completion. In the event he/she is dismissed for cause as stated above, he/she shall be liable for repayment of the full amount of his/her salary paid to him by the College while on said leave.

(j.) If a member of the faculty does not return for one (1) full year after the completion of the sabbatical leave, he/she must within three (3) years repay the College in full for each month he/she does not serve. If a member of the faculty resigns during his/her sabbatical leave, his/her

salary will be terminated and he/she must within three (3) years repay the College for each month he/she was on sabbatical leave.

(k) The College will not unreasonably deny requests for sabbatical leaves up to the full complement of such leaves granted in this Agreement:

#### H. Other Benefits

##### 5. Professional Development Fund

For the life of this contract a Professional Development Fund equal to 1.75% of total full-time base salary will be established and distributed equally (not on base) to all full-time faculty and full-time temporary faculty with six semesters of continuous service, including Technical Assistants, Instructors, Assistant Professors, Associate Professors, and Full Professors.

## **ROCKLAND COMMUNITY COLLEGE FEDERATION OF TEACHERS CONTRACT EXPIRATION - 2008**

### **Article 10 - Leaves of Absence with Pay**

#### 10.01 Sabbatical Leave

10.011 Policy - Sabbatical leaves for professional development may be made available to members of the teaching staff, (does not include Educational Support Series employees) Librarians and Counselors who meet the requirements set forth in this section. The objectives of such leave are to increase each such person's value to the College and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.

10.012 Purpose - Sabbatical leaves may be granted according to the following criteria. To engage in research, concentrated study, projects or other activities, which result in:

- a. Enhanced ability of faculty to further the mission of the College.
- b. Project, research, or proposal which further the mission of the College.
- c. Data, evaluation or summative activity which analyzes College's success at achieving its mission.
- d. Other enhancement or product which furthers the mission of the College.

10.015 Application - All applications will summarize the activity proposed and identify how the proposal enhances the professional development of the applicant and furthers the mission of the College. The faculty must clearly specify how the enhancement or furtherment of the mission of the College will be measured or evaluated. The faculty must agree to produce a report, and/or give a presentation, which outlines the activities undertaken as part of the sabbatical. This report is due one month after the date of completion of the sabbatical to the Division Chair and appropriate Vice President. All faculty, in applying, will certify that they will remain on campus a minimum of one calendar year subsequent to the granted sabbatical. If faculty do not fulfill this requirement, the College may ask for reimbursement of all salary paid during sabbatical. Faculty will indicate whether they are applying for a full year, half-pay, a half-year, half pay, or a frill pay, half year sabbatical.

All applications must be submitted to the Division Chair by February 1. The Division RTP Committee will then review applications and approved applications will be forwarded to the Faculty Senate. The Senate will review and rank all applications, with separate rankings within categories for full year, half-pay requests, half year, half- pay and half year, full-pay requests, and deliver them to the appropriate Vice President for review and, if necessary, discussion.

#### 10.016 Approval

a. The President or designee shall recommend Sabbatical leaves, as she/he may consider in the best interests of the College from among those persons recommended by the Committee on Sabbatical Leaves of the Faculty Senate and the Vice President for Academic or Student Affairs.

The Board of Trustees will review the ranked requests for sabbaticals, with the recommendation of the President, and awards will be made at the Board of Trustees' discretion. The award of sabbaticals is predicated on there being sufficient monies appropriated to provide for the payment of salaries to faculty members on sabbatical leave and his/her substitute if one is necessary.

b. It is understood and agreed that nothing herein precludes cancellation of an approved sabbatical leave in the event of budget limitations or for any other unforeseen essential reason. There will be timely notification of such cancellation by August 1<sup>st</sup>.

c. As a condition of approval, the President or designee may require that the faculty member concerned sign a contract stipulating that the faculty member will return to the teaching staff of Rockland Community College for a period of at least one year upon the termination of sabbatical leave. If the faculty member fails to return to Rockland Community College and complete one full academic year of service, she/he must repay the full amount of salary received while on sabbatical leave.

10.017 Faculty members, the President of the RCCFT and the President of the Faculty Senate shall be notified of those faculty members being granted sabbatical leave by the Board of Trustees by April 30.

### **Article 18 - General Provisions**

18.15 The College and the Federation will continue to seek improvement in the professional development of the faculty through encouraging and supporting, insofar as possible, conferences, workshops, graduate study, experience, and other methods of professional development toward the improvement of teaching and new approaches to curriculum.

## **ROCKLAND COMMUNITY COLLEGE FEDERATION OF ADMINISTRATORS CONTRACT EXPIRATION - 2005**

### **Article XXI - Miscellaneous Provisions**

3. Tuition Reimbursement: The College shall provide up to \$1,000 per year tuition reimbursement for unit employees enrolled at an accredited college or university in pursuance of baccalaureate



degree, master's degree, doctorate, or post-doctorate degree. Providing the employee seeks and receives prior administrative approval, any employee required to maintain continuing certification or similar accreditation shall be entitled to take all relevant Continuing Education courses at RCC without charge, assuming space is available.

## **SCHENECTADY COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2009**

### **Article XVIII - Sabbatical Leave**

The College recognizes that many varieties of professional growth and development are possible and that many of these modes of growth are of such a nature that they cannot be undertaken while a faculty member is engaged in full-time service on the campus. The College therefore recognizes the desirability of a sabbatical leave policy as will be of benefit to both the College and the faculty member.

The purpose of such leave is to provide opportunity to improve the qualifications of the faculty member, the quality of his or her professional performance and the value of the member's further service to the College. The request for sabbatical leave will set forth in detail the plans for the period of absence and the contribution that the planned program should make both to the faculty member and to the College. If such sabbatical leave is granted, the recipient will file a full report with the President within three (3) months after his or her return.

A member of the Faculty will be eligible for sabbatical leave after six (6) consecutive years of full-time on-campus service.

Periods of sick leave, maternity leave or approved leave without pay should not count toward this six year total, but will not be deemed to be an interruption of otherwise continuous service. Faculty members who have discontinued their service to the College without approved leave, and have returned to the College, will lose previously accrued sabbatical leave time. Individuals who have been granted and taken sabbatical leave shall be eligible to apply for additional leave at the completion of another six (6) years of on-campus service under the same conditions as previously stated.

The request for sabbatical leave and the program plan shall be submitted to a designated sub-committee of the Professional Policies, Nominations and Awards Committee no later than nine (9) months (excluding July and August) preceding the academic year, in which the sabbatical will be taken. The sub-committee shall forward its recommendation to the President and the Board of Trustees for action no later than seven (7) months in advance of the anticipated departure date. When there is more than one recommendation, the Committee shall develop a system of priorities in its recommendations to the President. In cases where no distinction between the merit of applications can be made, priority will be established for the applicant possessing the longer period of service at the College without sabbatical leave. The Faculty member shall be notified by the President in writing of approval or disapproval no later than three (3) months prior to his or her planned departure. In those cases in which, in the opinion of the President, the granting of a sabbatical leave would impair the functions of the department or office, a faculty member shall be required to postpone his or her leave.

Faculty members will receive one-half of their annual salary during periods of sabbatical leave which equal or exceed one-half of their annual obligation. Faculty members taking sabbatical leaves of less duration will be compensated at their regular salary rate while on leave. The Faculty member will be compensated only at the difference between the rate of pay received from the College and that received from another employer during his or her sabbatical leave, unless the rate of pay received from the other employer exceeds the individual's regular salary rate of the College. In the latter case, he or she will not be compensated by the College. If the Faculty member takes another position rather than returning to Schenectady County Community College to complete the following full year of academic service, the full amount of money received from Schenectady County Community College while on sabbatical leave must be repaid to the College.

A faculty member returning from sabbatical leave shall retain the rank and position which were in effect before the leave unless he or she shall have been promoted, or assigned to a different position with his or her consent. The period of sabbatical leave shall be credited as continuous service for continuing and career appointment policies, for retirement, vacation, sick leave, eligibility for promotion, and salary increases. All health and other benefits shall continue in effect during the leave and the sabbatical leave shall not be counted as a period of vacation for those in twelve month appointments.

Applicants will be selected by the Board on the merit of the leave project in accordance with the provisions of this policy. The Board of Trustees will include in the College budget sums of money sufficient for at least one sabbatical leave per budget year.

Notwithstanding the funding provided by this Article, the Board of Trustees may, in its sole and exclusive judgment, for any reason it deems appropriate, including, but not limited to, budgetary and fiscal considerations, deny any or all applications for sabbatical leave in any fiscal year which denials shall be final and binding upon all parties and not subject to appeal or grievance.

### **Article XXI - Professional Leave without Salary**

The Board of Trustees may grant leaves of absence, without salary, of not to exceed one (1) year for the purpose of permitting a staff member to commence, continue to complete advanced study, accept a grant, serve as an exchange teacher, serve with a professional organization, or to perform research in his or her area of professional competence, when, in the opinion of the Board of Trustees, such leave would be in the best interest of the staff member and the College, and when such absence would not unduly affect normal College operations or the academic program. The Board of Trustees may extend such leaves for additional periods of not to exceed one (1) year each. Staff members granted such leave shall continue to be eligible for participation in retirement and health insurance programs to the extent permitted by law.

**SCHENECTADY COUNTY COMMUNITY COLLEGE  
CHAIRMAN, ADMINISTRATORS, & DIRECTORS ASSOCIATION  
CONTRACT EXPIRATION - 2009**

**Article XVII - Sabbatical Leave**

The College recognizes that many varieties of professional growth and development are possible and that many of these modes of growth are of such nature that they cannot be undertaken while a unit member is engaged in full-time service on the campus. The College therefore recognizes the desirability of a sabbatical leave policy as will be of benefit to both the College and the unit member.

The purpose of such leave is to provide opportunity to improve the qualifications of the unit member, the quality of his or her professional performance and the value of the member's further service to the College. The request for sabbatical leave will set forth in detail the plans for the period of absence and the contribution that the planned program should make both to the faculty member and to the College. If such sabbatical leave is granted, the recipient will file a full report with the President within three (3) months after his or her return.

A member of the unit will be eligible for sabbatical leave after six (6) consecutive years of full-time on-campus service.

Periods of sick leave, maternity leave or approved leave without pay should not count toward this six year total, but will not be deemed to be an interruption of otherwise continuous service. Staff members who have discontinued their service to the College without approved leave, and have returned to the College, will lose previously accrued sabbatical leave time. Individuals who have been granted and taken sabbatical leave shall be eligible to apply for additional leave at the completion of another six (6) years of on-campus service under the same conditions as previously stated.

The request for sabbatical leave and the program plan shall be submitted to a designated sub-committee of the Professional Policies, Nominations and Awards Committee no later than nine (9) months (excluding July and August) preceding the academic year, in which the sabbatical will be taken. The sub-committee shall forward its recommendation to the President and the Board of Trustees for action no later than seven (7) months in advance of the anticipated departure date. When there is more than one recommendation, the Committee shall develop a system of priorities in its recommendations to the President. In cases where no distinction between the merit of applications can be made, priority will be established for the applicant possessing the longer period of service at the College without sabbatical leave. The unit member shall be notified by the President in writing of approval or disapproval no later than three (3) months prior to his or her planned departure. In those cases in which, in the opinion of the President, the granting of a sabbatical leave would impair the functions of the department or office, a unit member shall be required to postpone his or her leave.

Staff members will receive one-half of their annual base salary during periods of sabbatical leave which equal or exceed one-half of their annual obligation. Staff members taking sabbatical leaves of less duration will be compensated at their regular salary rate while on leave. The unit member will be compensated only at the difference between the rate of pay received from the College and that received from another employer during his or her sabbatical leave, unless the rate of pay

received from the other employer exceeds the individual's regular salary rate of the College. In the latter case, he or she will not be compensated by the College. If the unit member takes another position rather than returning to Schenectady County Community College to complete the following full year of academic service, the full amount of money received from Schenectady County Community College while on sabbatical leave must be repaid to the College.

A unit member returning from sabbatical leave shall retain the rank and position which were in effect before the leave unless he or she shall have been promoted, or assigned to a different position with his or her consent. The period of sabbatical leave shall be credited as continuous service for continuing and career appointment policies, for retirement, vacation, sick leave, eligibility for promotion, and salary increases. All health and other benefits shall continue in effect during the leave and the sabbatical leave shall not be counted as a period of vacation for those in twelve month appointments.

Applicants will be selected by the Board on the merit of the leave project in accordance with the provisions of this policy.

The Board of Trustees may, in its sole and exclusive judgment, for any reason it deems appropriate, including, but not limited to, budgetary and fiscal considerations, deny any or all applications for sabbatical leave in any fiscal year which denials shall be final and binding upon all parties and not subject to appeal or grievance.

#### **Article XX - Professional Leave without Salary**

The Board of Trustees may grant leaves of absence, without salary, of not to exceed one (1) year for the purpose of permitting a unit member to commence, continue to complete advanced study, accept a grant, serve as an exchange teacher, serve with a professional organization, or to perform research in his or her area of professional competence, when, in the opinion of the Board of Trustees, such leave would be in the best interest of the unit member and the College, and when such absence would not unduly affect normal College operations or the academic program. The Board of Trustees may extend such leaves for additional periods of not to exceed one (1) year each. Staff members granted such leave shall continue to be eligible for participation in retirement and health insurance programs to the extent permitted by law.

### **UNITED UNIVERSITY PROFESSIONS (UUP) STATE UNIVERSITY OF NEW YORK CONTRACT EXPIRATION - 2007**

#### **Article 23 - Leaves**

##### **23.6 Sabbatical Leave**

a. Policy. Sabbatical leaves for professional development may be made available to academic employees who meet the requirements set forth below. The objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.

b. Purpose. Sabbatical leaves may be granted for planned travel, study, formal education, research, writing, or other experience of professional value.

c. Eligibility. Academic employees having continuing appointments who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return from their sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this subdivision, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence, other than vacation and sick leave with salary, and periods of part-time service shall not be included but shall not be deemed an interruption of otherwise consecutive service.

d. Terms and Conditions. Sabbatical leaves may be granted for periods of one year at rates not to exceed one-half basic annual salary or for periods of one-half year at rates not to exceed full basic annual salary. Academic employees on sabbatical leave may, with the prior approval of the College President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the College President may adjust the sabbatical leave salaries to reflect such income, either prior to or during the periods of such leaves, provided, however, that in no case shall sabbatical leave salary be reduced if total earnings are less than full salary.

e. Applications. Applications for sabbatical leaves shall be submitted to the College President as far in advance as possible of the requested effective date of the leave, but in no event later than six months in advance of such date unless such requirement is expressly waived by the College President. Each application shall include a statement outlining the program to be followed while on sabbatical leave, indicating any prospective income, stating that the applicant will continue as an academic employee for a minimum of one year upon the employee's return and stating that upon return the applicant will submit to the College President a detailed report of professional activities and accomplishments while on sabbatical leave.

f. Approval. Consistent with the provisions of subdivision (d), the College President may approve such sabbatical leave as the College President deems appropriate and such leave shall be reported to the Chancellor.

g. Leave Credits. Vacation leave and sick leave credits shall not be accrued or used during sabbatical leave.

#### 23.7 a. Other Leaves for Academic Employees

1. Approval. The College President may recommend to the Chancellor other leaves of absence for employees at full salary or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leaves of absence without salary may also be granted under appropriate circumstances for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this Section shall be subject to the approval of the Chancellor.

2. Application. Applications for such leaves of absence shall be made to the College President. Each such application shall include a statement of the purpose for which the leave is requested, its anticipated duration and its value to the applicant and the University.

3. Leave Credits. Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this Section.

b. Leaves of Absence for Professional Employees

1. Approval. The College President may recommend to the Chancellor other leaves of absence for employees at full salary or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leaves of absence without salary may also be granted under appropriate circumstances for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this Section shall be subject to the approval of the Chancellor.

2. Application. Applications for such leaves of absence shall be made to the College President. Each such application shall include a statement of the purpose for which the leave is requested, its anticipated duration and its value to the applicant and the University.

3. Leave Credits. Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this Section.

### **Article 27 - Professional Meetings**

The State and UUP recognize the importance of attendance at professional meetings to professional growth and development and, accordingly, departments are encouraged to make funds available for attendance at such meetings. Where funds are made available, the employee shall not be required to charge leave accruals for such attendance.

### **Article 42 - Professional Development Committee**

42.1 For the term of this Agreement, there shall be a Statewide Professional Development Committee consisting of three representatives appointed by the State and three representatives appointed by UUP.

42.2 The Committee shall:

a. Review, make recommendations and implement programs for professional development and training programs which will improve job performance and assist employees in developing their full professional potential and in preparing for advancement.

b. Make recommendations and implement professional development programs responsive to the needs of part-time academic and professional employees.

c. Review recommended programs and implement programs intended for the benefit of employees in this unit including, but not limited to, such areas as Employee Assistance Programs and Child Care.

d. Mutually agreed upon activities of the Statewide Professional Development Committee shall be funded pursuant to Section 21.2 of this Agreement.

## **SUFFOLK COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2011**

### **Article V - Faculty Benefits**

#### **D. Paid Leave**

4. Sabbatical leave. Sabbatical leaves are awards made by the Board of Trustees to those eligible members of the faculty who propose projects relevant to their discipline, which will enhance their professional competence and will enrich their teaching and/or service to the institution upon their return to the College. Sabbatical leaves may be granted for one or more of the following: a comprehensive graduate program; writing a significant work for publication; doing a significant research project or dissertation that complies with the permitted purposes for a sabbatical and is within the context of professional review; developing a new curriculum or program which is consistent with college plans; or other significant academic or intellectual projects.

##### **a. Number of Awards**

- 1) Nine (9) full-year sabbaticals and nine (9) half-year sabbaticals may be awarded in each academic year.
- 2) For the event that fewer than nine (9) full-year sabbaticals are awarded by the Committee, the following procedures shall apply: Every two full-year sabbaticals not awarded shall be converted into one (1) half-year sabbatical. These converted sabbaticals shall be added to the number of half-year sabbaticals that may be awarded.

##### **b. Eligibility**

Full-time faculty members, including professional assistants, on continuing appointments shall be eligible for sabbatical leave after six (6) years of full-time service since joining the faculty (for a first sabbatical) or since returning from a previous sabbatical (for a second or later sabbatical).

##### **c. Leave Period**

- 1) The sabbatical leave should be for a period not to exceed two (2) consecutive semesters.
- 2) The salary for the sabbatical leave will be at half-pay for two semesters of leave or full-pay for one (1) semester of leave. Upon return from such leave, a faculty member shall be placed at the same position on the salary schedule that he/she would have been placed had he/she taught in the College during such period.
- 3) Sabbatical leaves may be deferred by the Administration if, in the judgment of the President, the granting thereof would adversely affect a discipline or program of the College. However, if a discipline or program is staffed by only one (1) full-time faculty member, the sabbatical leave shall not be deferred. If two or more faculty members in a

discipline or program are eligible for sabbatical leave and one or more of the leaves must be deferred, the determination of whose leave is to be deferred shall be made according to seniority, or if seniority is equal, the determination shall be made by drawing lots. If a sabbatical leave is deferred beyond the end of an academic year under this provision, it shall be scheduled for the following academic year without reducing the total number of sabbatical leaves which would otherwise be available to members during that academic year.

d. Deadlines and Application Requirements

- 1) By September 15<sup>th</sup> of each academic year, the Sabbatical Committee shall publish a time line listing all relevant deadlines and decision dates which apply to the awarding of sabbaticals for the following academic year. The time line notwithstanding, applications for sabbatical leave for the following academic year shall be received in the Vice President for Academic Affairs' office by October 15 and acted upon by the Board by March 1 of each year.
- 2) Applications shall include the submission of a statement of purpose that demonstrates individual professional growth or a benefit to a College program. Individual professional growth shall be defined as pursuit of knowledge related to the faculty member's discipline or duties at the College, to the teaching profession, or to an approved retraining program. The Sabbatical Committee, by majority vote, may also require additional information from the applicant.
- 3) In addition to existing criteria, the applicant must demonstrate that the sabbatical proposal will involve activity at least equivalent to a full-time teaching/work load and is beyond the professional activity expected to be performed concurrent with full-time duties.

e. Faculty Obligations

- 1) A faculty member is expected to complete his/her sabbatical as awarded, or as modified or waived with committee approval. A faculty member granted and accepting a sabbatical who fails to complete the sabbatical as awarded, or modified or waived with committee approval, shall be required to reimburse the College for all monies paid under this provision to the faculty member during the period of said leave.
- 2) Upon return from sabbatical leave, the faculty member agrees to remain in a full-time faculty position for a minimum of one (1) year. Prior to the commencement of a sabbatical leave, a faculty member shall be required to execute documentation to assure repayment to the College of all costs related to the sabbatical leave in the event the faculty member does not return to the employ of the College. At the conclusion of one year of full-time service following sabbatical leave, the documentation will be returned to the faculty member.
- 3) Faculty members shall be relieved of the obligation to return in the event of long term illness as determined by the County Office of Medical Review or death.

f. Sabbatical Committee

- 1) A Sabbatical Review Committee of four (4) members appointed by the President of the Association and four (4) members appointed by the College President shall review all sabbatical applications and will make recommendations to the President of the College.
- 2) All sabbatical applications shall be reviewed "blindly" by the Committee. The recommendations for sabbatical awards shall be based upon merit, by majority vote of the Committee.



- 3) Neither the Committee, nor the President is obligated to recommend the full number of sabbaticals if there are not enough that meet the merit criteria.
- 4) If a sabbatical recommended by the Committee is not forwarded to the Board by the President, the President shall provide reasons, in writing, to the Committee for the omission.
- 5) The Board, upon recommendation by the President after receiving the recommendation of the Committee, will grant sabbatical leaves of absence for full-time faculty members, including professional assistants.

## 5. Faculty Development and Retraining Leaves.

a. Retraining. Not later than December 1 of each year, the College will provide faculty members with a list of those disciplines or areas in which the College foresees the possibility of a future reduction in overall work load and/or a list of those disciplines or areas in which the College anticipates an increase in overall work load. A faculty member who wishes to retrain in one of the disciplines or areas designated for growth may apply.

b. Development. Not later than December 1 of each year, the College will call for faculty to submit proposals describing a specific course of study or program of professional development designed to provide the faculty member with updated knowledge or skills in any emerging area of the faculty member's discipline or in an area of expertise within the discipline which the faculty member wishes to master. It will be the responsibility of the faculty member to describe the advance(s) in the field which make the development beneficial and the use the faculty member will make of it in the College and classroom context.

c. A faculty member who wishes to participate in the development/retraining program may apply for tuition assistance and/or release time. Release time granted a faculty member under this program shall not exceed twenty-four (24) credit hours for a maximum of four (4) years. Faculty granted tuition assistance under this program shall be reimbursed for the cost of tuition and related fees (less reimbursement through the SUNY and/or any other tuition assistance or scholarship program) necessary to achieve minimum qualifications, up to seventy-five dollars (\$75.00) per credit and fifty percent (50%) tuition above that amount, and up to seventy five-dollars (\$75.00) per course for books.

d. A faculty member receiving release time under this provision shall not be eligible for day overload assignment.

e. An application for assistance under this program, which shall include a statement of the courses to be pursued, shall be submitted in writing to a joint advisory committee, composed of an equal number of members appointed by the administration and the Faculty Association, not later than the March 1 prior to the academic period in which the course(s) will be pursued. (Faculty in disciplines or areas of decline shall be given preferential consideration for assistance under the Retraining portion of this provision). The joint committee will meet, make its determinations, and notify the applicants by May 30 of each academic year.

f. A faculty member shall fulfill qualifications or satisfactorily complete the retraining/development work not later than forty eight (48) months after the assistance commences and shall thereafter continue in the employ of SCC for the next four (4) academic semesters unless otherwise notified by the College. A faculty member granted such tuition assistance who fails to obtain the minimum qualifications or satisfactorily complete retraining/development work or does not continue in the employ of the College for the requisite four (4) semesters, shall be required to reimburse Suffolk County for all monies paid under this provision to the faculty member.\*

\* (Barring any unforeseen circumstances beyond the control of the Faculty member.)

g. In accepting assistance thorough this provision, the faculty member agrees to accept assignment to a course or courses related to the expertise developed. The administration will make every effort to make such assignment on the campus of the faculty member's choice.

h. Twenty four (24) credit hours shall be the maximum release time the College is obligated to provide under this provision in any one (1) academic year. Additional release time may be awarded by the President on a case-by-case basis after consideration of the Committee's recommendation.

i. Funding for this development and retraining assistance program shall be provided by the County in an amount up to twenty-five thousand dollars (\$25,000) per year commencing September 1, 1994. At the end of each award cycle in any event no later than July 30 of each academic year, the joint advisory committee shall be provided with a full accounting report of this development fund. Based on the information in this report, the joint advisory committee shall make a recommendation to the President regarding the application of any such funds to other faculty development or retraining programs, including, but not limited to, accrual funds for subsequent cycles.

#### **Faculty Development and Retraining (Article V, D, 5):**

- Change in Retraining: A faculty member from a discipline or area designated as an area of possible reduction may apply to be retrained in one of the disciplines or area designated for growth.
- Development: Faculty may apply for financial assistance/ reassigned time for professional development activities, including workshops, short courses, academic presentations, field research, seminars or other similar activities.
- A faculty member who receives financial assistance agrees to continue in the employ of College for at least 1 semester after completion of his/her development activity or a comparable time if his/her development activity took place over 2 or more semesters.
- Funding increased to \$30,000/year.

6. Adjunct Faculty Professional Development Fund. The College shall provide annual funding of twenty thousand (\$20,000) dollars to be awarded to eligible adjuncts on a first-come/first-serve basis for the purposes of professional development defined as professional conferences/purposes in an amount not to exceed three hundred (\$300.00) dollars in any one academic year. Each adjunct who has completed five (5) or more semesters of Suffolk County Community College seniority and who is teaching/working three (3) or more credits per semester is eligible for the use of these funds.

#### **G. Attendance at Conferences.**

1. Effective September 1, 1994, the County agrees to reimburse a full-time faculty member for expenses up to Four Hundred (\$400.00) Dollars for attending one or more professional conferences of his/her choice with the recommendation of the appropriate Administrative Officer from September 1 to August 31 each academic year. Expense reimbursement shall be in accord with the applicable County guidelines per conference regardless of the location of the conference or the date of application for conference attendance. Recommendation shall not be refused for a conference professionally connected to the faculty member's discipline or his/her professional responsibilities or retraining program. Permission shall not be refused for faculty members who do not have scheduled duties on the date of a conference which would otherwise be proper under

the above rules. The appropriate Administrator shall have discretion to approve one or more members who have scheduled duties, if this seems desirable. If application for conference attendance is submitted at least six (6) weeks in advance of such conference, the faculty member shall receive at least two (2) weeks prior notice from the Administration concerning the application.

2. The faculty member shall have the option to take a College car or his/her personal vehicle or travel by mass transit. Mileage claims for use of personal vehicle or mass transportation will be in accordance with County guidelines.

3. The County agrees to set aside Four Thousand (\$4,000.00) Dollars per year to reimburse Unit III faculty whose total allowable expenditures for an approved professionally related conference exceed Four Hundred Fifty (\$450.00) Dollars. Additional reimbursement shall be evenly distributed among the eligible faculty in an amount not to exceed actual expenditures. In the event that after such distribution, funds are still available, faculty who have incurred extraordinary conference expenses shall be equally reimbursed up to the amount allowable by the balance of the fund for the fiscal year. Application for additional conference attendance reimbursement must be made at the same time that the original conference request is submitted.

#### **Attendance at Conferences (Article V,G):**

Effective 9/05 and each two years thereafter for the duration of the contract, increase conference attendance financial assistance by \$100 during each two year period.

## **SULLIVAN COUNTY COMMUNITY COLLEGE PROFESSIONAL STAFF ASSOCIATION CONTRACT EXPIRATION - 2004**

### **Article 21 – Sabbatical Leave**

- 2101.1 Sabbatical leaves of absence may be granted to employees in the unit in accordance with this section.
- 2101.2 Employees who have completed at least six (6) consecutive years of service at the College or employees who have had a sabbatical leave and have completed at least six (6) consecutive years of service from the date of return from their last sabbatical leave, shall be eligible for a sabbatical leave. Periods of leaves of absence, other than vacation leave and sick leave with salary, and periods of part time service, shall not be included for computation for consecutive years of service for sabbatical, but shall not be deemed an interruption of otherwise consecutive service.
- 2101.3 Sabbatical leaves may be granted for periods of one year at rates not to exceed on-half base salary or for periods of one-half year at rates not to exceed full base salary.
- 2101.4 A written application for sabbatical leave shall be submitted to the President as far in advance as possible of the requested date of the leave but in no event later than six (6) months in advance of the beginning of the academic year in which the sabbatical leave is to take place. As part of the application for sabbatical leave, the applicant shall clearly indicate the purpose of the leave and, if the leave is for study, the name of the institution

and the identity of the study and courses to be used and their relationship to the applicant's professional position. Applications for leave for travel or educational experience, limited to one semester, shall state their specific educational objective in direct relation to the applicant's field of endeavor. The applicant will be notified no later than April 15<sup>th</sup> for the Fall semester or November 15<sup>th</sup> for the Spring semester.

2101.5 Sabbatical leave recipients shall remain employees of the College and the salary shall be subject to the normal deductions for social security, income taxes, health insurance and other deductions. Upon return from sabbatical leave, the recipient will be restored to the position to which entitled, or a comparable position, at a salary equal t that the employee would have received had the employee been in regular attendance at the College during the period of sabbatical.

2101.6 Upon return from sabbatical leave, the employee will submit to the President, through the appropriate Vice President, a detailed report inclusive of appropriate records and data relative to such leave and make a presentation to the College community.

## **TOMPKINS CORTLAND COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article X - Leaves of Absence**

#### 10.6 Sabbatical Leave

(a) Sabbatical leaves for professional development shall be made available to all employees who meet the requirements set forth herein for professional improvement of the individual, thereby increasing his/her value to the College, and thereby improving and enriching its program.

(b) Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing, professional work experience, or other experiences of professional value directly related to the professional development of the individual in terms of its use and value to the College.

(c) Employees who have completed at least six (6) consecutive years of full-time service(pro rata for part-time), at Tompkins Cortland Community College, and who are assistant professors/ technical specialists II/ learning lab specialist II or above, or who, if they have had a sabbatical leave, have completed at least six (6) consecutive years of full-time, (pro rata for part-time), service from the date of return from their last sabbatical leave, will be eligible for a sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of paid leave of absence shall be included; periods of unpaid leave of absence shall not be included, but shall not be deemed an interruption in the number of years of continuing service accumulated. (For example, employees who are .8 FTE would need to complete 7.5 consecutive years before being eligible for a sabbatical leave; a .5 FTE employee would need to complete 12 years.)

(d) Sabbatical leaves may be granted for one year at one-half salary, which would have been paid during the year of the sabbatical, or for one-half year at full salary (pro rata for part-time staff) for the year in which the sabbatical occurs. Employees on sabbatical leave may accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purpose of their leaves. No more

than five (5) employees are to be granted sabbatical leave in each fiscal year. All fringe benefits excluding sick leave, personal leave and family leave shall continue while the employee is on sabbatical leave.

(e) Each application shall include a statement outlining:

- the purpose of the leave;
- the program to be followed while on leave;
- if the leave is for study, the name of the institution and the identity of the study and the courses to be pursued and their relationship to the applicant's professional position;
- the specific educational objective(s) directly relating to the applicant's field of endeavor.

(f) (1) Applications for sabbatical leaves shall be submitted to the Human Resources Administrator by October 1 of the academic year preceding the requested leave. The Human Resources Administrator will provide the applicant with notification acknowledging receipt of the application. The chair of the Sabbatical Leave Committee is responsible for obtaining the applications from the Human Resources Administrator.

(2) The chair of the Sabbatical Leave Committee will forward the Committee's recommendations to the appropriate Dean by January 1. The Dean will forward the committee recommendations together with his/her recommendations to the President by January 15. The President will notify the applicant of the action of the Trustees relative to his/her application by March 1.

(g) The sabbatical applicants and the terms of their leaves shall be recommended by a committee composed of three (3) elected representatives of the bargaining unit on continuing contract and two (2) representatives appointed by the President. An applicant may not be a member of the committee.

(h) Sabbatical leave recipients remain employees of the College and their salary shall be subject to the normal deductions for social security, income taxes, health insurance and other deductions. Upon return from sabbatical leave the recipient will be restored to the position to which entitled (or a comparable position) at a salary equal to that he/she would have received had he/she been in regular attendance at the College during the period of the sabbatical leave.

(i) Within sixty (60) days after return from sabbatical leave, the recipient will submit to the President a written report including objectives achieved together with appropriate records and data relative to such leave.

(j) Following sabbatical leave the recipient is expected to return and complete one (1) year of service. The College may require as a condition precedent to the granting of a sabbatical leave the execution of instruments to secure the repayment of salary received when on sabbatical leave in the event of the willful failure of the recipient to return and complete such service.

(k) Bargaining unit members electing to take a one semester or one-half year leave, as appropriate, at full pay, (pro rata for part-time staff) shall propose a period of time coinciding as nearly as possible with a college semester. If an exception to this time period is necessary, due to the content of sabbatical work, a special request describing that concern shall be provided by the applicant with the application.

(l) Excepting procedural compliance, matters relating to the granting or denying of sabbatical leaves shall not be grievable or arbitrable hereunder.

## **Article XI - Evaluation**

### **11.8 Professional Development**

(a) The College shall make every reasonable effort to arrange employees' work schedules to accommodate employees in approved professional development activities.

(b) All employees shall be allowed release time to participate in approved professional development activities scheduled by the College on campus and will be scheduled in such a way as to permit as many as possible to participate without disruption of routine activities.

(c) Non-instructional employees who participate in approved professional development activities which will benefit the college shall be granted release time for their participation consistent with the fulfillment of their work obligation.

## **TOMPKINS CORTLAND COMMUNITY COLLEGE PROFESSIONAL ADMINISTRATORS ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article 18 Leave Policy - Administrative Paid**

Administrative leaves may be granted to members of the administrative staff for planned travel, study, further education, research, writing, professional work experience or other experiences of professional value directly related to the professional development of the individual in terms of its use and value to the College.

18.1 Bargaining unit members who have completed the required consecutive years of service since initial appointment at Tompkins Cortland Community College (including years served in a temporary appointment) or since the completion of a previous administrative leave will be eligible to apply for the administrative leave with pay. Leaves of absence without pay shall not cause a break in consecutive service but will not accrue toward years of service required. Eligibility: Eligibility, length of service, and months of obligation upon return are summarized in Table #1.

18.2 Application Process: Applications for administrative leave shall be submitted to the Human Resources Department, with a copy to the individual's supervisor or by October 1 of the academic year preceding the requested leave. The Human Resources Administrator will provide the applicant with notification acknowledging receipt of the application. The chair of the Review Committee is responsible for obtaining the applications from the Human Resources Department.

18.3 Review Process: The supervisor shall send his/her recommendation and rationale for the leave to the Review Committee within five (5) working days after receipt of the application. The supervisor will forward a copy of the recommendation and rationale to the applicant.

The Review Committee shall consist of three (3) individuals of the bargaining unit selected by the bargaining unit.

A copy of the committee's recommendation, rationale and ranking shall be forwarded to the appropriate Dean by December 15 with a copy to be sent to the applicant. The Dean shall attach his/her recommendation and rationale and forward to the President by January 15 with a copy sent to the applicant. The President will notify the applicant of the action of the Trustees by March 1. Excepting procedural compliance, matters relating to the granting or denying of sabbatical leave shall not be grievable or arbitrable hereunder.

18.4 Paid Administrative Leave: At the recommendation of the President, the Board of Trustees may award a total of not more than sixty (60) months of leave at full pay or equivalent to be divided among the applicants selected during the period September 1, 2003 through August 31, 2008.

No individual may receive more than six (6) months leave at full salary or more than twelve (12) months at half salary per eligibility period.

The President shall notify the applicant of the decision of the Board.

18.5 Outside Income: Members of the administrative staff on administrative leave may accept fellowships, grants in aid, or earned income to assist in accomplishing the purposes of their leaves. This earned income shall not affect the individual's compensation from the College.

18.6 Benefits: All fringe benefits shall continue while the individual is on administrative leave with pay.

18.7 Obligation on Return - College: The College recognizes that a paid leave is a temporary absence and at its conclusion the recipient will return to the position held when the leave began with all salary and benefits. Any modification in salary and/or benefit programs will be implemented for the individual on paid administrative leave on the effective date of such change.

18.8 Obligation on Return - Employee: Upon return, the applicant will submit to the President a report of accomplishments specifically addressing the stated objectives to have been accomplished while on administrative leave.

The acceptance of the administrative leave obligates the staff member to continue his or her duties as defined in Table #1 at the College after the expiration of the administrative leave.

#### **Article 48 - Professional Growth Incentive**

48.1 It is understood that the College and the Professional Administrators Association agree that one's professional growth is necessary in assisting people to meet the changing needs of society, and more importantly, the needs of our students.

48.2 To support and encourage investment in one's professional growth, the following compensation schedule is proposed. It is assumed that prior to the following becoming effective that each person meets the minimum academic requirements for the position for which they have been hired.

48.2.1 For each nine (9) credits earned in each three (3) year period an additional \$500 will be earned and added to the individual's base salary. This amount will be added to the base salary at the beginning of the subsequent year.

48.2.2 Any employee who receives an additional approved degree other than the minimum academic degree required at hire, shall receive \$500 added to the base of their salary upon successful completion of that degree.

These credits referenced above may be earned in any of the following ways:

- a. Graduate level coursework related to the individual's plan for professional growth.
- b. Undergraduate coursework that is related to the individual's plan for professional growth.
- c. Workshops, offered by colleges/universities, or other organizations related to the individual's plan of professional growth.

48.3 To ensure credit for professional growth activities as well as degree completion credit, prior approval is required using Form PG-1 and PG-2. The President/Deans have sole discretion to approve activities for professional growth credit.

## **ULSTER COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION CONTRACT EXPIRATION - 2008**

### **Article IV – Professional Development**

#### Section 1. Professional Development

The employer will provide a fund during each year of this contract for professional development administered jointly by the Dean of Faculty and the President of the Faculty Association. Past practice regarding substitute instructors will continue. All such development travel must have the prior approval of the President of the College or his/her designee.

The professional development fund provided shall be in an amount not less than \$25,000 in the academic year for seminars, conferences and educational assistance to be allocated as agreed to by the parties with the understanding that no more than one-quarter of the amount may be allocated to tuition reimbursement.

Reimbursement for allowable expenses upon return from professional travel will be at the rates shown below.

#### Section 2. Full-time Faculty Professional Development Leave

One year leaves of absence for professional development shall be granted without pay. Each full-time faculty member on leave is guaranteed seniority and position upon return to Ulster County Community College. Full-time faculty members will continue to accrue salary increases while on leave; however, no other benefits shall accrue to a full-time faculty member while on such leave. While on such leave the faculty member may continue health insurance benefits at the member's own expense. All leaves shall be subject to the approval of the Board of Trustees or Ulster County Community College.



### Section 3. Other Leaves

Leaves of absence for other than professional development may be granted by the Board of Trustees of the College. Each full-time faculty member on leave is guaranteed seniority and position upon return to Ulster County Community College. No salary increases or benefits shall accrue to a faculty member while on such leave; however, those individuals who are granted a medical leave will have their salary adjusted upon their return to full-time status in accordance with salary increases given to other members of the bargaining unit. While on such leave the faculty member may continue health insurance benefits at the member's own expense.

## **WESTCHESTER COMMUNITY COLLEGE FEDERATION OF TEACHERS CONTRACT EXPIRATION - 2008**

### **Article 6 - Employee Benefits**

#### 6.11 Sabbatical Leaves:

If, at his discretion, the President determines to grant sabbatical leaves the following shall apply:

#### Sabbatical Procedure and Criteria

- a. The President shall notify in writing the Associate Deans and Departmental Chairpersons as to the number of sabbaticals to be granted the following year.
  
- b. A faculty member may be granted a leave of absence at the discretion of the President after consideration of recommendations of the faculty when he/she finds that (1) program of professional development for which the leave is granted has sufficient direct value to the College programs to warrant the expenditure of Public funds, and (2) the College will not be handicapped by the resulting absence.
  
- c. Applications for leave are to be made in writing within sixty (60) days of the written notification, and include in specific detail for consideration by the President:
  1. The projected program of professional development to be undertaken if leave is granted;
  2. The reasons why the projected program cannot be put into effect without a grant of leave;
  3. The factors in the applicant's background and experience which indicate the applicant's special aptitude for the projected program and justify a presumption that the program will be successful;
  4. An outline of the intended contents of the report which the applicant will submit at the time of return.
  5. An individual who takes a half-year sabbatical shall be required to provide an additional year of service upon his/her return.

d. The President shall approve full year leaves (for the equivalent in semesters) in accordance with the number identified in 6.11 a. above subject to the foregoing criteria. The President shall notify in writing the Associate Deans and Departmental Chairpersons the names of the employees and the length of sabbatical awarded. Such written notification shall be made within sixty (60) days after the application closing date specified in Section 6.11 c. above.

e. If a faculty member or the union grieves any sabbatical leave award such grievance may be filed at Step 2. If such grievance concludes in arbitration, the parties agree to invoke the American Arbitration Association's expedited arbitration rules. The arbitrator shall determine the remedy of any sabbatical grievances.

f. During such leave, faculty members will continue to receive salary as follows:

Full-time service since initial appointment or prior sabbatical leave  
Length of Leave  
Salary on Leave

6 years	1 full academic year	half pay
6 years	1/2 academic year (1 semester)	Full pay
12 years	full academic year	3/4 pay

g. A faculty member granted such leave will receive the normal increment of the salary schedule.

#### 6.14 Professional Development Fund

A professional development fund, administered by faculty members shall be established. Effective September 1, 2004 a sum of \$35,000 shall be set aside for the fund for each year of the Agreement. This shall apply to conferences, courses, etc.

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