



Sabbaticals for Guild of Administrative Officers

Purpose of Guild Sabbaticals:

The Guild in collaboration with the College have agreed by contract to provide an opportunity for Guild members to request sabbaticals to explore opportunities for growth, efficiency and direction to be implemented at the college. This opportunity allows the Guild member who has served at the institution for six years to provide an in-depth review with tangible outcomes to be presented back to the College for implementation. Based on the award the Guild member will be compensated while released from normal daily duties so the time can be utilized on the project presented and approved. The proposals will be reviewed and scored based on the achievable outcomes and how they benefit the College and/or the College community in accordance with the current strategic goals and objectives of the institution.

(see Guild contract for details - Employees covered by this Agreement shall be eligible for a sabbatical leave after six years of continuous service at the College and shall become eligible for subsequent sabbatical leaves after each subsequent six-year period of continuous full-time service at the College. Subsequent sabbatical leaves shall not occur at less than four-year intervals. Upon return from a sabbatical leave, the employee agrees to remain in a full-time position for a minimum of one year.)

Applying for Sabbatical:

The guild member will submit a Sabbatical Request Form for approval detailing the project idea, scope, timeline, milestones and outcomes. The form must be submitted by October 15. This will be reviewed by the Sabbatical Review Committee and scored via rubric. The committee will be co-chaired by the Vice President of Academic Affairs and the Vice President of the Guild of Administrative Officers (non-voting members). The voting membership of the committee will consist of the Executive Dean of each campus along with three Guild committee members approved by the President of the Guild. This committee will determine by vote if the Sabbatical submitted should be recommended to the President of Suffolk County Community College for final approval or denied moving forward by (insert date here). In either case, the Chairs of the committee will provide feedback supporting or declining the recommendation.

Charge of the Sabbatical Committee:

The committee will be charged with the creation and maintenance of the rubric used to score each sabbatical. In addition, twice a year, the committee will meet to review the process and update as needed.

The co-chairs will be responsible for creating templated letters for both recommendation and denials to be utilized for communication. The co-chairs will review the applicants to ensure they have had 6 years of service and the date of any prior sabbaticals to ensure that the contractual timelines are satisfied.

The committee will review the proposals after the submission deadline but prior to the review by the President. The committee members will review them “blindly” so that they are reviewed based on merit. Each proposal will be scored by individual committee members and the committee will meet for discussion and approval/declination. If approved, the co-chairs will provide the recommendations to the President. If declined, the co-chairs will send a letter to the requestor with a brief summary of the feedback from the overall committee.



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Once a sabbatical is completed the applicant must submit a report back to the committee for review within 6 weeks. The committee is charged with ensuring the sabbatical criteria were met and that the applicant has satisfied the conditions of the sabbatical.

Responsibility of the Applicant:

The Applicant will create a packet utilizing the Sabbatical Request Form for approval detailing the project idea, scope, timeline, milestones and outcomes prior to the deadline stated above. If approved, the applicant will perform what was outlined within the approved application during the specified timeline. Once completed, the applicant will submit a report to the committee via the Sabbatical Report Form and produce any results of the sabbatical for review. This report must be completed and submitted prior to the deadline.

The Guild will provide the option of a Peer Review and will provide seminars to assist applicants in writing an application that is in line with the criteria for approval. The applicant will have the opportunity to present the application to a designated Guild member for review prior to submission.

Sabbaticals present an opportunity for all guild members, regardless of the areas they serve, to dedicate significant time to projects that will not only improve their professional and leadership abilities but advance the mission and goals of the college and the areas they serve. As frontline administrators, guild members are often the first employees to recognize obstacles or inefficiencies in college practices. Our knowledge of the areas we oversee and of cutting-edge technologies and other practices and programs at peer institutions place Guild members in a unique position to be agents of change at Suffolk County Community College. As such, all guild members are encouraged to consider applying for sabbatical.