

Memorandum

TO: Permanent Faculty

FROM: Sent on Behalf of the Sabbatical Leave Committee

DATE: April 30, 2014

Subject: Coursework Activity During Sabbatical Leave

As outlined in the District/PFF Agreement, Section 9.12.4, sabbatical leave (SL) activities must fall into one of the following three categories

- a) Formal lower division, upper division, and/or graduate work at an accredited institution of higher learning substantially related to the faculty member's field(s) of study. These activities are appropriate for Section 2A of the SL Application form.
- b) Independent study involving substantial research, study and/or experience substantially related to the faculty member's field(s). This category would also include any coursework identified as professional development (non-degree applicable) or any courses, workshops, or seminars offered at a non-accredited institution or by a professional organization. These activities are appropriate for Section 2B of the SL Application form.
- c) Creative work resulting in an original written contribution substantially related to the faculty member's field(s) of study. These activities are appropriate for Section 2C of the SL application form.

The primary purpose of this message is to differentiate formal coursework of study at an accredited institution as compared with professional development coursework, workshops, or seminars that are non-degree applicable or offered by a non-accredited institution or professional organization. If you are planning "coursework" during a sabbatical leave and you are uncertain whether it should be placed in Section 2A or Section 2B, please feel free to contact one of the members of the Sabbatical Leave Committee for guidance.

If you have any questions at this time, you may contact one of the Co-chairs of the Sabbatical Leave committee, Linda Morrow or Berta Cuaron.