

**TO:** *FULL-TIME FACULTY AND ACADEMIC PROFESSIONALS*

**FROM:** *KATY HO, VICE PRESIDENT OF ACADEMIC AFFAIRS*

**DATE:** *MAY 31, 2024*

**RE:** *PROFESSIONAL LEAVE APPLICATION PROCESS FOR LEAVES DURING THE 2025-2026 ACADEMIC YEAR*

**APPLICATION PROCESS OCCURS DURING 2024/25 ACADEMIC YEAR:**  
Professional leaves that are granted become effective during the following terms:

Summer 2025, Fall 2025, Winter 2026 & Spring 2026 terms or the AP equivalent of 3 months per term.

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Information regarding the application process for professional leaves included in this memo is as follows:

- (1) PCC Mission and [Strategic Plan](#)
- (2) Eligibility Criteria – Faculty and Academic Professional Agreement (F&APA) in effect when applications are evaluated from November 2024 through February 2025. Current F&APA is effective Sept 1, 2023 – August 31, 2027.
- (3) Facts to Consider When Developing the Proposal
- (4) Proposal Outline
- (5) Criteria for Evaluating the Proposal
- (6) Timeline for the Professional Leave Application Process – 2024/2025
- (7) Leave Request Form

It is important to follow the directions on Page 9 to determine the appropriate routing and signature approvals you will need. If you have questions, please contact Isla Carl. The Office of the Vice President for Academic Affairs will coordinate the recommendation process to the Board of Directors.

Faculty and Academic Professionals are encouraged to take advantage of opportunities provided by professional leaves as a time to enhance their professional development. The College benefits from the knowledge and experience gained from professional leaves and by enhancing and establishing community, state, national, and international networks.

## PROFESSIONAL LEAVE PROPOSALS (SABBATICALS)

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PCC is deeply committed to equitable student success and achieving its mission of excellence in all aspects of the institution in order to provide quality educational programs and services. The purpose of professional leave is to provide eligible employees an opportunity for professional growth and development, thereby enhancing the quality of their future service to the College. The ultimate outcomes of the professional leave activities, directly and indirectly, add to our effectiveness as an institution.

### ELIGIBILITY FOR PROFESSIONAL LEAVES

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According to Articles 20.21 through 20.23 of the "Faculty & Academic Professional Agreement," (F&APA) Faculty members and Academic Professionals must meet the following requirements to be eligible for professional leave:

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|-------|--|
| 20.21 | Must have completed six or more academic years of employment since appointment as a probationary bargaining unit employee, (or since appointment to a temporary appointment that was immediately followed by a probationary appointment), or since any previous professional leave. Any year in which a Faculty has an unpaid leave of absence of one full term or more, or an Academic Professional has a leave of absence of three months or more, shall not constitute a completed year of service for purposes of computing eligibility for professional leave, unless the absence was leave for service in appointed or elected office under Article 19.941. Time Spent as a temporary one or two-term Faculty does not count toward eligibility. |
| 20.22 | An academic year in which a Management-approved unpaid leave of absence for educational purposes, guest lectureship, or a professional Faculty exchange program occurs will constitute a completed year of service for purposes of determining eligibility under 20.21, provided that no other unpaid leaves of absence of one full term or more occur for Faculty or three months or more for an Academic Professional during that year.  |
| 20.23 | Must agree to complete one academic year of full-time College employment upon return from professional leave before retirement, unless other arrangements are mutually agreed upon before the leave.   |

**According to Article 20.31 through 20.36, appropriate professional leave activities may include:**

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|-------|---|
| 20.31 | Admission to a recognized college, university, or technical school for the purpose of advanced education leading to a higher degree or certificate.                 |
| 20.32 | A work experience program designed to update and/or upgrade technical skills related to the employee's instructional area, program, discipline, or work assignment. |
| 20.33 | Personal study, research, writing, or other project related to the employee's instructional area, program, discipline, or work assignment.                          |
| 20.34 | Travel related to the improvement of instructional abilities in the Faculty's instructional area, program, or discipline.   |
| 20.35 | Education and/or other appropriate work experience activities which would enable the employee to qualify for another position at the College.                       |
| 20.36 | A program designed to meet multiple objectives such as study, research, special project, work experience, and/or travel.  |

**TIP:** Applicants should be aware that professional leaves longer than one term will require a salary reduction (but not benefits) for the entire academic year. Please note Articles 20.4 and 20.5 for details. Applicants should contact the Federation or PSEC if they have any questions.

## DEVELOPING THE PROPOSAL

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**INSTRUCTIONS:** The proposals should be submitted in narrative form following the proposal structure below. The narrative of the proposal should be as complete as possible so that the reviewers at each step will have sufficient information on which to base their recommendations. **Submit your proposal**, along with the “Professional Leave Request” form, to your department/division administrator by **October 21, 2024**. [Please see page 9 for instructions](#).

In preparation for developing your proposal, we highly suggest you consider the following:

**TIP:** Please understand and refer to the *PCC Mission* and the current Strategic Plan with particular attention to the college’s focus on One College for Equitable Student Success and Guided Pathways.

**TIP:** Colleagues and your manager should read the proposal and make suggestions that will help make the proposal as clear as possible before it goes through the formal review. The Federation is also available for input, review, and advice.

Proposals that involve other areas outside of your department should include evidence of collaboration and consultation.

**TIP:** Decision-makers will be looking closely at the value of the professional leave project in meeting the present and future needs of the department/program and college. Therefore, as applicants develop the proposals, it is crucial that they have prior discussions (well ahead of the application deadline) with their applicable leadership/management team (Example: direct supervisor, Department Chairs, Directors, and/or Deans) about their current College assignment, their long-term professional development plan, and the future needs of the department/program.

Proposals that produce tangible, sustainable outcomes for the college, a program, or a department will be prioritized over those that focus on individual employee enrichment.

**Expectations of Reporting on your Professional Leave:** Should you be awarded a professional leave, please meet with your administrative supervisors within three weeks of returning to determine appropriate venues to report the results of your professional leave. This can include presenting at different internal events and meetings or being asked to report to the Board of Directors by the College President. Professional leaves should deepen knowledge/experience in a manner that can benefit the college. As such, it is expected that those who take a leave share what they have learned with the PCC employee community.

## PROPOSAL STRUCTURE

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**A. Inspiration and Value:** In no more than 200 words, please explain what has inspired you to request a leave, the project or learning you plan to accomplish, and what you hope to gain through this opportunity. The review committee members have a wide array of disciplinary expertise, but they may not be familiar with your subject area. With this in mind, please explain how the leave will enhance your knowledge, instructional/serviceability, or contributions to the PCC community.

1. Briefly outline the project milestones and explain the value of the project in advancing the mission of the College and how the project aligns with the strategic plan and the College's focus on Opportunity & Equitable Student Success.
2. Describe how students will benefit from your planned activity. (For example, what you will do differently/better and why such change is needed).
3. Describe what you will do to share your professional leave experiences as well as measurable steps you will take to implement your learnings/discoveries. \*Meet with your administrative supervisor no later than three weeks after your return to determine appropriate venues for you to report out the results of your professional leave.

**B. Narrative:** Provide a detailed description of the activity you are proposing and how it relates to PCC's Strategic Plan. Include the anticipated timeline.

**C. Appendices and Evidence of Preparation:** A complete proposal should provide evidence of prior preparation, such as correspondence with colleges or universities if additional study is proposed or correspondence with colleagues beyond Portland for collaborative research ventures or site visits afield. If travel is involved, itineraries with as much detail as possible should be provided, and if interviews are planned or residencies at other colleges or universities, copies of correspondence should be provided.

## EVALUATING THE PROPOSAL

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The following criteria will be used to evaluate professional leave proposals:

### **Phase 1** – Evaluation of the Quality of the Proposal

- 1.** Is compatible with PCC College-wide priorities and impacts the larger college (0- 25 points)
  - Supports the mission and strategic plan with a focus on Equitable Student Success.
  - Benefits the institution in carrying out its educational services to and partnership with the community.
  - Addresses actual/potential solutions related to program concerns as documented in the Department/Program Review.
- 2.** Will enhance the quality of the applicant's future service to the College (0-25 points)
  - Will make the applicant better prepared to carry out College assignments and/or move into needed new areas in the future.
  - Is consistent with the applicant's professional development plan.
  - Will contribute to curriculum/instructional development activities or innovative strategies in teaching and learning (for instructional staff and non-instructional staff). Will contribute to student development activities and student services (Academic Professionals).
  - Includes one or a combination of the appropriate professional leave activities as stipulated in the current F&APA.
- 3.** Shows evidence of eligibility/qualifications of the applicant to pursue the sabbatical proposal (0 – 25 points)
  - Is in keeping with the present and/or future assignments and duties of the applicant.
  - Meets the eligibility requirements for a professional leave as defined in the current (F&APA).
  - Shows evidence of work in prior years that prepares the applicant to make this project successful.
- 4.** Submits a viable proposed plan (0-25 points)

- Describe why a professional leave is necessary to achieve the planned objectives and activities.
- States clearly the proposed project, objectives, expected outcomes/contributions to individual professional development, activities, evaluation plan, dissemination plan of outcomes to PCC, time frame and evidence of preparation and planning.
- Is in compliance with the requirements of PCC for filing a professional leave. Receives the support of the applicant's immediate supervisor/division dean.
- Is likely to be successfully completed during the stated period of professional leave proposed.

**Phase 2** - In selecting those proposals deemed to be high in quality; the following will then also be taken into consideration:

- Availability of instructional resources (personnel and funding)
- Number of proposals submitted
- Whether an applicant has submitted a proposal deemed of high quality that has not been funded during the previous 1-2 years.
- Balance between areas of the College – Career and Technical Education, Lower Division Collegiate, Pre-College, Counselors, Librarians, Academic Professionals, associated work locations, etc.

**TIP:** Professional leave represents an investment by the individual and the College that will result in the enhancement of the educational value of the institution and the individual. It is intended to provide time away from day-to-day responsibilities and to focus on professional enrichment that will enhance the quality of future service to the College. The professional leave process is a competitive exercise that is dependent upon finite resources.

## TIMELINE FOR THE PROFESSIONAL LEAVE PROCESS:

### APPLICATION PROCESS OCCURS DURING 2024/25 ACADEMIC YEAR

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June 1, 2024	(1)	The Vice President of Academic Affairs (VPAA) distributes the professional leave application.
June 2st-Oct 21, 2024	(2)	Faculty and Academic Professionals are encouraged to revisit Article 20 of the F&APA and to seek guidance and assistance from colleagues, college administrators, Faculty Federation designees, and the Vice Presidents of Academic and Student Affairs, as they develop their proposals prior to submission on Oct 21, 2024.
Sep 2024	(3)	The VPAA sends out a reminder about the professional leave application process.
Oct 21, 2024	(4)	Eligible Faculty and Academic Professionals must submit an application and proposal to their administrative supervisor.
Nov 4, 2024	(5)	Deadline for administrative supervisors to *review/forward proposals to the Academic and Student Affairs leaders who review, score, and prioritize the professional leave applications. In the case of district, personnel supervisors will forward to the Vice President for Academic Affairs and collectively review, score, and prioritize. <a href="#">Follow the directions on Page 9 for submitting your application.</a>
Nov 18, 2024	(6)	The VPAA receives all prioritized lists from Academic and Student Affairs leaders and begins cost analyses with Finance.
Dec 11, 2024	(7)	The College President provides the Faculty & AP Federation with a complete list of names of Faculty and Academic Professionals who have applied for professional leave. (A copy goes to PSEC for verification of eligibility and salary and to Academic Affairs for record-keeping). Final review/consideration begins.
Dec 2024 - Feb 2025	(8)	The College President and VPAA review proposals, recommendations, and costs. The College President decides which proposals to recommend to the Board of Directors for approval. A Board resolution is prepared.
Feb 2025	(9)	At the February business meeting of the Board of Directors, professional leave proposals are submitted for review and approval.
Feb 24, 2025	(10)	The Office of the VPAA on behalf of the College President informs Faculty and Academic Professionals of the decisions on their professional leave proposals.



# FACULTY AND ACADEMIC PROFESSIONAL (AP) LEAVE REQUEST

DUE October 21, 2024

APPLICANT NAME: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DIRECT SUPERVISOR: \_\_\_\_\_

PATHWAY DEAN (if applicable): \_\_\_\_\_ G NUMBER: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_ DEPARTMENT ADMIN: \_\_\_\_\_

## A. ELIGIBILITY

1. Employee designation: ☐ Faculty ☐ Academic Professional
2. Date of employment as a probationary faculty/AP: \_\_\_\_\_
3. Total consecutive years of full-time employment since appointment as a probationary faculty member/AP: \_\_\_\_\_
4. When did you last apply for professional leave? \_\_\_\_\_  
4a) Was this leave granted? ☐ Yes ☐ No
5. Most recent professional leave: If Yes, what term(s) and YEAR? \_\_\_\_\_
6. Most recent leave of absence: F W Sp S - YEAR? \_\_\_\_\_

## B. PROFESSIONAL LEAVE ACTIVITY PLANNED (Indicate area(s) of proposed activity)

1. Admission to degree or certificate program: \_\_\_\_\_
2. Work experience program: \_\_\_\_\_
3. Activity Type:
  - a. Personal Study: \_\_\_\_\_
  - b. Research: \_\_\_\_\_
  - c. Writing: \_\_\_\_\_
  - d. Project: \_\_\_\_\_
4. Travel related to the improvement of instructional abilities: \_\_\_\_\_
5. Does this leave involve teaming with someone else applying for a Professional Leave for the same FY (specify): \_\_\_\_\_
6. Other (specify): \_\_\_\_\_
7. Length of \*leave desired (Check length and term(s)):  
\*The leaves align with the Fiscal Year (July 1-June 30) Su, F, W, & Sp.  

<input type="checkbox"/> One Term	<input type="checkbox"/> Su	<input type="checkbox"/> F	<input type="checkbox"/> W	<input type="checkbox"/> Sp
<input type="checkbox"/> Two Term	<input type="checkbox"/> Su	<input type="checkbox"/> F	<input type="checkbox"/> W	<input type="checkbox"/> Sp
<input type="checkbox"/> Three Term	<input type="checkbox"/> Su	<input type="checkbox"/> F	<input type="checkbox"/> W	<input type="checkbox"/> Sp
8. Which [Strategic Plan](#) area of focus does your proposal support and why?
  - a. Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

- b. Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem
- c. Workforce: Respond to community and workforce needs by developing a culture of agility
- d. Enterprise: Cultivate a long-term sustainable college enterprise

8 a) Brief supporting statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. In 50 -100 words, please summarize the narrative of your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. By checking the box below, I acknowledge that:

☐ I discussed this leave proposal with my supervisor, and they approved my application.

### Next Steps:

To move forward in the selection process, the applicant will route this document to the people listed below using the AODocs PASS system for approval. Each administrator needs to be included on the approval.

**First Level Administrative Supervisor or Program Dean Name:** \_\_\_\_\_

**Second Level Administrator or Pathway Dean Name:** \_\_\_\_\_

**Associate Vice President or Executive Dean Name:** \_\_\_\_\_

If you have any questions about routing, please reach out to [Isla.Carl@pcc.edu](mailto:Isla.Carl@pcc.edu) for assistance.

## VISION

Building futures for our Students and Communities

## MISSION

Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

## WHO WE ARE

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career and technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and community-based learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

## WE VALUE

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that help students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support

- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development
- The public's trust by effective and ethical use of public and private resources

**Strategic Planning: Discovering New Possibilities**

More information about Strategic Planning and our focus areas can be found at:

<https://www.pcc.edu/strategic-plan/>