

**SUBJECT**

Approval of Sabbatical Leave Request for Spring 2006

**REASON FOR CONSIDERATION BY THE BOARD**

The District Governing Board approves Sabbatical Leave Requests.

**BACKGROUND INFORMATION**

**M. Ruth Harrison, Paralegal & Business Instructor** at the Prescott Campus, is requesting a one-semester sabbatical.

Compensation for faculty sabbatical requests, as outlined in Policy 7.3 is as follows:

- Employees granted a sabbatical leave for one-half their annual assignment will be eligible for salary equal to 100 percent of their normal salary for the period of the sabbatical, plus applicable employee benefits, to include: FICA, life, health, dental, LTD and retirement contributions. Sick leave does not continue to accrue during the sabbatical period. Accumulated days of sick leave will not be reduced as a result of illness during the sabbatical.

The cost of replacement for this faculty member and the additional resources required will be approximately \$11,862.50.

**STAFF RECOMMENDATION**

Susan Howery, Division Assistant Dean of Business & Computer Science  
Barbara Wing, Dean of Instruction & Curriculum – Prescott Campus  
Robert O. Salmon, Vice President & District Provost

**POSSIBLE RECOMMENDATION**

That the District Governing Board approve the sabbatical leave request for M. Ruth Harrison as presented.

### I. Reviews/Recommendations/Board Action

Prior to submission to the Professional Growth Committee, the following persons must review and indicate support or non-support. Please do so by initialing below. Additional comments may be provided.

- A. 1. Division Assistant Dean/Program Director *SK*  Support  Do Not Support
2. Dean of Instruction *Barbara Wing 11/18/2004*  Support  Do Not Support
3. Vice President & District Provost *Tracy Smith 11/21/04*  Support  Do Not Support
4. Professional Growth Chair *Marilyn Yettel for Amy Lovell 11/22/04*  Support  Do Not Support

### II. Receipt of Application

Please indicate receipt of application by dating and initialing in the following spaces:

- B. Professional Growth Chair: (prior to November 1) 11/1/04
- C. President: (prior to December 1) \_\_\_\_\_  
 President's recommendation to the Board:  Recommend  Do Not Recommend  
 Date of President's action: \_\_\_\_\_
- D. Board of Governor's Action:  Approved  Not Approved  
 Date of Board action: \_\_\_\_\_

### III. Submission of Application

- The faculty applicant has read and understands the college requirements in accordance with the Sabbatical Leave of Absence for Full-Time Faculty Policy 2.7.3 and the Intellectual Property Policy 2.3.1.

Signature of Applicant

*[Handwritten Signature]*

Date: 10-30-04

# ***Full-time Faculty Sabbatical Application***

## **IV. Faculty Acceptance Agreement:**

Section IV. to be completed and signed by the faculty member after review and approval of the sabbatical request by the President and the Board of Governors

- I agree to return to Yavapai College and resume my duties for a period of two years immediately following my sabbatical leave.
  
- If the sabbatical is for one-half year, I will return to the College for the remainder of the contract year along with the two-year requirement.
  
- If I do not return to my college employment, I understand I will be required to reimburse the College for all salary and benefits received during the sabbatical leave.
  
- I also agree to submit a written report and make a presentation by October 1 of the year following the sabbatical, to the President and Governing Board of the activities completed while on my sabbatical.
  
- I understand that if I fail to carry out the purposes and activities for which the leave was granted, disciplinary action may be initiated.
  
- I agree that Yavapai College will have appropriate access to all sabbatical related research materials pursuant to the Yavapai College Intellectual Property Policy.
  
- I agree to comply with any additional conditions specified below:

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Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**M. Ruth Harrison**

**Paralegal & Business Instructor**

**August 2005 - May 2006**

**October 27, 2004**

**Complete Educational Credit Toward MBA**

## **STATEMENT OF PROBLEM OR AREA TO BE RESEARCHED**

**As a half-time Business Department faculty and half-time Paralegal Department faculty, I am called upon to teach a large variety of courses. My doctorate in jurisprudence and my experience practicing law provide me with ample background for teaching any law-related courses. My business-related-experience has provided me with a strong foundation in business and office-related topics. In order to be current in the teaching profession, a faculty member must regularly commit to upgrading and renewing professional content competency and related teaching pedagogy.**

## **RELEVANCE TO YAVAPAI COLLEGE**

**It is the mission of Yavapai College to provide high quality learning opportunities for the diverse populations of Yavapai County. Strategic Initiative #1 is to "enhance the college's student-centered efforts, seeking to add value to all college programs and services." Strategic Initiative #3 is to "demonstrate internal best practices for an effective learning organization."**

**Undeniably, continuing education of faculty and obtainment of advanced training and degrees supports YC's goals of providing high quality learning opportunities for students, of enhancing YC's student-centered efforts by adding value to all college programs, and of demonstrating internal best practices for an effective learning organization. Quality faculty must continually undertake the role of learners in order to keep abreast of current developments and theories and to add to their knowledge base. In vocational areas such as business and paralegal studies the fields are changing so rapidly that it is imperative that faculty be current on their subject matter knowledge and expertise. Pursuit of an advanced degree is one way to accomplish that and it will enhance my ability to provide a quality education to students.**

**Further, the Business and Computer Science Division is in the process of reviewing the potential benefits of national program accreditation for our Business Degree. Faculty**

**credentials are a strong component in the accreditation process and an MBA from an accredited institution will strengthen the likelihood of success if we pursue accreditation.**

## **PROJECT DESCRIPTION**

**Northern Arizona University has a Master of Business program accredited by the American Assembly of Collegiate Schools of Business (AACSB). I plan to enroll in NAU's program or another suitable MBA program in order to work toward completion of a degree. Sabbatical leave will afford me with the time to successfully complete courses in the MBA program. Sabbatical leave would be scheduled for full-time leave, Spring 2006.**

## **ADDITIONAL RESOURCES REQUIRED**

**None.**

## **BENEFITS TO THE COLLEGE**

**I anticipate that integration of knowledge gained will begin immediately in classes I teach, as appropriate. In addition, long-term benefits will include the added value students receive due to fully incorporating the knowledge gained into my courses. The master in business administration will also be an asset to our division as it will certify me to teach additional/different courses in the business curriculum.**

**Further, the opportunity to experience the role of student, particularly in the online format, will enhance my perception and understanding of issues facing my students as they take my online courses. Lessons learned from the experience will provide me with a basis for enhancing the presentation of my own online courses in a way that continues to fully benefit students.**

**Finally, the opportunity to read and reflect upon and integrate information is limited when teaching a full load. Having the time to fully focus on particular topics will**

**enhance the product I provide to students in their learning experience.**

### **BENEFITS TO THE EMPLOYEE**

**This leave time will provide me with the opportunity to jump-start my long-term professional development goal of broadening my educational base of knowledge. Rather than take one class a semester here and there, I will take a concentrated number of courses enabling me to complete the degree faster. In addition, the opportunity to reflect and process and grow as a learner as I spend time focusing on each course will provide fuel for my continued high level of energy in teaching.**

**College Commitment to Sabbatical  
(to be completed by supervisor)**

| COLLEGE COMMITMENT  | COST AND SOURCE OF SUPPORT |
|---|----------------------------|
| <u>Salary to employee for the period of the sabbatical:</u><br><i>(one semester, full-time load)</i>          | \$ <i>23,725.00</i>        |
| <u>Replacement plan and cost:</u><br>(from sabbatical leave budget)<br><i>(replacement w/adjunct faculty)</i> | \$ <i>11,862.50</i>        |
| <u>Hardware, software or other support required:</u> (list)   | \$ <i>0</i>                |
| <u>Staff support required:</u> (e.g. secretarial, Webmaster, design support)                                  | \$ <i>0</i>                |

*Ausa Honey* 11/17/04  
\_\_\_\_\_  
Supervisor Date

*Barbara Wing* 11/18/2004  
\_\_\_\_\_  
Executive Dean Date

Revised 11/1/99