

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Professional Development and Sabbatical Leave

BP 3-65

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REFERENCE(S): C.R.S. § 23-5-117; C.R.S. § 23-5-123; State Fiscal Rules; State Personnel Rules; Board Policy (BP) 3-10, Administration of Personnel

APPROVED:

Landon Mascareñaz, Chair

Policy Statement

The State Board for Community Colleges and Occupational Education (SBCCOE or Board) is committed to providing professional development opportunities for faculty and staff that foster organizational development through activities that develop a better understanding of the Colorado Community College System's role and mission, enhance student learning, develop leadership and management skills, and promote individual and organizational effectiveness. Professional development is a shared responsibility between the System, Colleges, and employees. Participation in professional development activities is not an entitlement, rather, it is granted on the basis of merit.

The Board is further committed to maintaining a high caliber of faculty and staff within CCCS. The Board recognizes that sabbaticals play an important role in developing and enhancing faculty and staff expertise and promoting faculty excellence in teaching. The Board delegates the authority to approve sabbatical plans to the Chancellor and their designee, who will communicate approved sabbatical plans and post-sabbatical reports to the Board.

Scope

This policy applies to all employees in the Colorado Community College System, including its Colleges (CCCS or System).

Faculty, instructors, administrators, professional and technical staff, and classified employees may be eligible for professional development opportunities. Only regular faculty and full-time administrators, professional and technical (APT) staff, as defined by BP 3-10, may request sabbatical leave, and approval is subject to the criteria outlined in this policy and applicable procedures.

Professional Development

At their discretion, the Chancellor or College Presidents may grant time with full pay, reduced pay, or without pay to eligible employees at the System Office or Colleges to improve individual effectiveness, to improve the ability of the organization to meet established goals and objectives, to improve job competencies, to ensure workplace currency, to work toward the completion of a degree, or other job related activities.

Time granted under this provision will be in accordance with Board Policies, System Procedures, State laws, State Fiscal Rules, State Personnel Rules, and in consideration of budgetary needs, work schedules, and the impact on the ability to fulfill the role and mission of the System or College.

The System Office and Colleges should collaborate, where possible, in order to ensure professional development opportunities for all interested employees. The following models provide the basic framework for a comprehensive professional development program designed to improve the effectiveness and/or professional competencies of all employees:

Orientation Programs:

Designed to ensure new employees are introduced to the organizational structure, culture, and to policies and procedures that will affect them.

Basic Skills Training:

Designed to ensure employees are given the necessary job specific skills needed to be successful in their position.

Professional Growth and Improvement:

Designed to provide opportunities for employees to enhance their professional competencies through advanced study, focused workshops, seminars, and other training or educational opportunities.

Supervisory Training:

Designed to ensure staff with supervisory responsibilities are trained in the fundamentals of supervision including selection, evaluation, conflict resolution, and other necessary skills.

Management and Leadership Development:

To promote and support programs designed to train or strengthen management and leadership skills of community college employees at all levels.

Sabbatical Leave

Sabbatical leave may be granted to eligible employees at any time after completion of at least six consecutive full-time years of employment, including approved leave (e.g., in the seventh year). For faculty, this requires completion of six consecutive academic year contracts of employment in regular positions. Sabbatical leave is for the purpose of encouraging eligible employees to develop skills and abilities, which will be of significant benefit to the employee, and which results in adding value to CCCS and its mission.

Procedure

The Chancellor shall promulgate such procedures as may be needed to implement this policy.