

LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE

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LEA
Sabbat
Study, Independ

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Sabbatical Leave for Independent Study

1. Definition. Independent study is a program of independent study, research, and/or experience relating to the present or prospective service of the applicant which promises professional values equivalent to that derived from formal study at recognized educational institutions. (Admin. Guide 3295-1)

2. Procedure. To apply for a Sabbatical Leave for Independent Study, the applicant must:
 - a. Complete Form C143, SABBATICAL LEAVE REQUEST.
 - b. Complete Form C149, INDEPENDENT STUDY PLAN.
 - c. Attach a detailed proposal for Independent Study. This proposal must:
 - (1) adequately outline and detail the balance of the proposal so that the Committee on Research Studies can evaluate the project.
 - (2) meet the standards of quality of professional research.
 - (3) demonstrate that the applicant expects to engage in a minimum of 48 hours of active research or endeavor for each "unit" requested.

3. Committee on Research Studies. A Committee on Research Studies shall be appointed by the Chancellor. The Committee members from college locations shall serve for a 3-year term. The Committee will be comprised of one certificated member from the Office of Personnel Operations, one Dean of Instruction selected by the Council of instruction, one member of the District Academic Senate selected by the Senate, one member selected by the exclusive representative. The Director of Employer- Employee Relations will serve as an ex-officio member of the committee.

4. Processing the Application. The submitted materials will be reviewed by the office of Personnel operations for compliance with general sabbatical policies and will then be submitted to the Committee for review.

5. Completing the Independent Study. If approved, the study must be undertaken and completed during the period of the leave. Summer study does not fulfill the requirements for "C" basis employees; "D" basis employees must complete study during the "D" assignment period. The report of the study must verify completion of the study as outlined in Section 2 above and must be approved by the Committee on Research Studies as outlined in Section 6 below.
6. Completing the Sabbatical Leave. The Independent Study Report must be filed with the office of Personnel Operations in person or by mail at the conclusion of the leave. If not filed prior to return to service, the report must be filed within the first two ensuing pay periods.

The salary warrant for the third pay period will not be released until the final report is submitted and accepted by the Committee on Research Studies.

The Independent Study Report should list in detail the study undertaken and explain the procedures used, sources of information consulted, the results and the expected utilization of the results. A section evaluating the leave experience as it relates to the regular assignment and as a growth-in-service experience should also be included in the report. No salary points are granted for Independent Study.

7. Combined with other Sabbatical Leaves. Other types of sabbatical leaves, FORMAL STUDY and TRAVEL, may be combined with independent study in either one or two semesters or in separate semesters. Salary points will be allowed for approved Travel and Formal Study, but not for the Independent Study portion of the leave. One calendar month of travel is the minimum accepted when in combination. Each month of travel is considered the equivalent of two semester units of formal study or of two salary points.
8. Change of Plan. Any change of plan must be approved in advance by the Office of Personnel Operations.