

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
AND
CHABOT-LAS POSITAS FACULTY ASSOCIATION

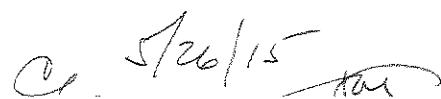
May 26, 2015

The following provisions shall be inserted into Articles 12-1A and 12-1B:

1. The Vice President of Academic Services at each college will send letters welcoming returnees back and informing them of the date their Sabbatical Leave of Absence Report is due (sixty [60] calendar days after the start of their return to active service. This process shall occur in June for those returning in the Fall Semester or after full Academic Year, or in October for those returning in the Spring Semester. (Agreement, Articles 12-1A.9b. and 12-1B)
2. The Sabbatical Leave Committee begins review of reports from previous Spring Semester and previous Academic Year. The Committee shall complete the review no later than sixty (60) calendar days after the beginning of the following semester or as soon thereafter as practicable possible. Reports with Sabbatical Leave Committee approval or disapproval shall be forwarded to the Chancellor through the College President for Board of Trustees review. (Agreement, Articles 12-1A.9b. and 12-1B.).
3. Applicants shall be notified no later than March 1st ~~or the following day~~ by the Vice Presidents of Academic Services through the Sabbatical Leave Committee of the Board of Trustees action. (Agreement, Articles 12-1A.7 and 12-1B). The Vice Presidents of Academic Services, through the Sabbatical Leave Committee Chairperson, will provide Human Resources and Payroll the list of approved applicants, Applications for Sabbatical Leave of Absence, and Workload Banking: Augment Sabbatical Salary forms, if applicable, (Agreement, Article 12-1A.4g), and whether the Sabbatical Leave of Absence is funded or unfunded.
4. Reports are due from the faculty returning in either the Fall or Spring Semester to the Chairperson of the Sabbatical Leave Committee through the Vice Presidents of Academic Services sixty (60) calendar days after the start of return to active service. (Agreement, Articles 12-1A.9b and 12-1B).
5. Article 12-1A.6 Last sentence: (See Appendix, Sabbatical Leave Committee Handbook. ~~Note: This is only available online.~~
6. By April 15th or the following business-instructional day, the Vice President of Academic Services at each college shall to send a memo to Full-time Faculty confirming receipt of their Letters of Intent. (Agreement 12-1A.6).

n, 5/26/15 [Signature]

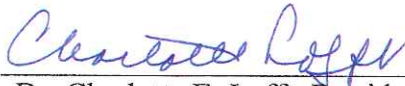
7. All applications for a Sabbatical Leave of Absence will be submitted by the unit member on a form provided by the Sabbatical Leave Committee and will include a full statement of the purpose and plans for use of the Sabbatical Leave of Absence. (Article 12-1A.7) (See Appendix, Sabbatical Leave Committee Handbook.) (Note: This is only available online.)
8. A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures regarding for review and appeal by the Committee of the Sabbatical Leave Committee's decision contained in the Sabbatical Leave Handbook (Article 12-1A.9)
9. Article 12-1A.9o. (Third paragraph): Requests to modify an approved Sabbatical Leave of Absence shall be made immediately and in writing (including by email) to the college's Vice President, Academic Services of your respective college, who shall promptly notify the Sabbatical Leave Committee [Article 12-1A. 9o] of the request. Modifications may be requested due to the unit member experiencing serious or unforeseen circumstances affecting his/her initial sabbatical request. This request to modify shall include the reason(s) for the modification, a description of alternative plan(s) including alternative objective(s) and method(s) for achieving the intended outcome.
10. Article 12-1A.8b: Six (6) Regular unit members appointed by the Faculty Association for a Term of ~~three (3)~~ five (5) Academic Years each. The Faculty Association reserves the right to remove members, and it is understood that members may resign from service at will. The composition of these six (6) unit members shall be ~~four (4)~~ three (3) from Chabot College and three (3) from Las Positas College. This parity shall occur by replacing the next committee member to leave from Chabot College with one from Las Positas College. The Sabbatical Leave Committee Chairperson shall be selected by the Sabbatical Leave Committee from among the unit members of the Committee.
11. Insert a new Article 12-1A.7a.:
 - Human Resources shall mail the Sabbatical Leave of Absence Contract of Agreement to Board-approved applicants by April 1. This shall occur through a verifiable mailing system.
 - Board-approved applicants will return signed Contract of Agreement to Human Resources no later than ten days after receipt. (Article 12-1A.9a.)
 - Human Resources will verify with Sabbatical Chair through the Vice Presidents of Academic Services receipt of Board-approved applicant's Contracts of Agreements no later than April 30.
 - If the contract is not signed within 10 days, then the offer of a Sabbatical Leave of Absence shall be automatically withdrawn. (Article 12-1.9a.)

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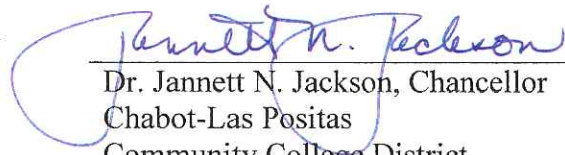
- Human Resources will obtain both parties signatures by the end of May. A copy will be sent through a verifiable mailing system to the Board-approved applicant.
- In the absence of signed agreement, the FA-District Contract shall control and is binding on the Sabbatical Leave of Absence recipient. (Article 12-1A.9a.)
- Sabbatical Leave Committee will be responsible for identifying and assigning mentors from the Sabbatical Leave Committee to coach recipients who will be absent on sabbatical leave the following Academic Year.

12. Change Article 12-1A.7a. to 12-1A.7b.

Signed and entered into this 26th day of May, 2015.



Dr. Charlotte E. Lofft, President
Chabot-Las Positas
Faculty Association



Dr. Jannett N. Jackson, Chancellor
Chabot-Las Positas
Community College District