

## UPS 260.102

# GUIDELINES FOR GRANTING SABBATICAL LEAVES FOR FACULTY

### I. PREAMBLE: A HISTORICAL PERSPECTIVE

Traditionally, sabbatical leaves are not a privilege, but a right. At most reputable institutions of higher learning, sabbatical leaves are granted as rewards for past service and as incentives for continually improved service to the institution, the students, and the discipline. By not adhering to this standard policy on sabbatical leaves, The California State University has long been doing a disservice to the quality of education offered to its students.

Until such time as sabbatical leaves become a right rather than a privilege, the faculty sees itself reluctantly forced to devise criteria for evaluation of applications for sabbatical leaves in order to advise the President effectively on the approval of leave applications. It shall be the policy of the Professional Leaves Committee to recommend that all applicants who prepare a quality leave proposal and who meet the conditions of Article 27 (Sabbatical Leaves) of the Unit #3 Memorandum of Understanding (MOU) receive their sabbatical leaves. Recommendations made at any level of review shall be based solely on the criteria given in this document.

### II. DEFINITION

A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining.

### III. TYPES OF LEAVES AND DEADLINES

#### 1. Types of Leaves

- a. *Type A - For academic year faculty:* one semester, full salary.  
*- For librarians:* four months at full salary.

- b. *Type B - For academic year faculty: two semesters, half salary.  
- For librarians: eight months at one-half of full salary.*

**2. The Following Deadlines Will Apply:**

- a. *May 1 of preceding academic year -- application forms available. A workshop on application procedures will be held early in the fall semester.*
- b. *October 15 of the academic year prior to the year the leave will be taken -- applications due to Faculty Affairs and Records.*
- c. All other deadlines will be established by the President after considering recommendations from the Professional Leaves Committee.

**IV. EVALUATIVE CONSIDERATIONS**

The Professional Leaves Committee shall evaluate each application as outlined below. All applications of sufficient quality to merit a leave shall be recommended for approval.

**1. Quality of Leave Project.**

The applicant shall describe the plan for study, research, travel, instructional improvement or retraining. The length of the proposed leave project proposal shall not exceed four pages.

- a. The Committee shall evaluate the originality, significance and scholarly content of a leave plan and its potential for improving the applicant's contribution to the University and to the applicant's department.
- b. Plans for travel, study, research, and professional development (including retraining and rejuvenation) must be detailed. In particular, the potential contribution to the intellectual and scholarly development and teaching of the applicant should be described.

**2. Years of Employment.**

Faculty are eligible for sabbatical after having served full time for six years at the campus in the preceding seven year period prior to the leave and at least six years after any previous sabbatical leave or difference-in-pay leave.

**3. In-Service Record.**

So that the Professional Leaves Committee may better assess the quality of a proposal and its feasibility, the applicant shall provide a vita of no more than six (6) pages which details: teaching experience and/or librarian performance; scholarship and/or creative activities; professional activities; service to the university; and activities of any previous leaves. If the applicant submits more than six pages, the committee shall consider only the first six pages.

## **V. REVIEW PROCESS**

1. A copy of this document, the application forms, and the appropriate MOU articles shall be given to each applicant.
2. Applications are evaluated independently each year without regard to prior committee actions.
3. The committee may consult experts or the applicant's department personnel committee to make an informed judgment.
4. A copy of the application shall be submitted by the applicant to the faculty member's department. The department chair shall provide a statement to the dean or University Librarian regarding the possible effect on the curriculum and the operation of the department should the application for a sabbatical be approved.
5. A copy of the committee's evaluation and a statement from the dean or University Librarian regarding the possible effect on the curriculum and the operation of the department shall be sent to the appropriate administrator. The appropriate administrator shall make recommendations to the President regarding the sabbatical leave. These recommendations shall consider the Professional Leaves Committee's recommendation, other campus program needs and campus budget implications.

## **VI. POSSIBLE OUTCOMES**

1. A leave shall be granted if the application is approved.
2. A leave shall be denied if the application is judged to be of insufficient quality. Any committee or appropriate administrator who evaluates an application to be of insufficient quality shall provide a brief rationale to assist the applicant in revising the application for submission in a subsequent year.

## **VII. PROVIDING INFORMATION TO APPLICANTS**

1. The President shall respond in writing to the applicant to indicate the reasons for any negative decision. Copies of the response shall be sent to the Professional Leaves Committee, the department chair, and the dean or University Librarian.
2. Unless otherwise prohibited by law or regulation, Faculty Affairs & Records shall disclose the following information to applicants, if requested by them, not later than June 1st of the academic year in which their applications were filed:
  - a. The total number of applications filed during that academic year;
  - b. The number of successful applicants by type of leave awarded during that academic year.

**VIII. CONDITION OF SABBATICAL**

1. A faculty unit employee on a sabbatical leave shall not accept additional and/or outside employment without prior approval of the President. Such requests shall be submitted separately from the leave application, via Faculty Affairs and Records.
2. By the end of the semester following completion of a sabbatical, a written report shall be submitted to the President and the Professional Leaves Committee, via Faculty Affairs and Records. The report shall provide verification that the conditions of the leave were met.
3. A faculty employee shall render services to the University upon return from a sabbatical at the rate of one term of service for each term of leave.

**EFFECTIVE DATE: JUNE 7, 1996**  
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