

POLICY STATEMENT APPROVED

Personnel Policies and Practices Committee Recommendations

Re: SABBATICAL LEAVE POLICIES, PROCEDURES, AND CRITERIA
(Leave with Pay)I. Title 5, Board of Trustees, and CSUC Systemwide Policies

- A. Sabbatical leaves may be granted after six consecutive academic years of full-time service "for the purpose of permitting study or travel by the employee which will benefit The California State University and Colleges" (Title 5, Section 43000). When a faculty member has served as a full-time lecturer preceding an appointment in a tenure-track position, the years as a lecturer which were counted toward tenure (maximum of two years) shall also be counted as full-time teaching toward eligibility for sabbatical leave. Current funding limits sabbatical leaves to full-time "teaching" faculty (FSA 66-25).

Such sabbatical leaves are classified as:

1. Regular (Class A) - half year with full pay or full year with half pay.
 2. Differential (Class B) - either one semester or one year "with compensation equal to the difference in salary between that received by the person on leave and minimum salary of the instructor rank" (Title 5, Section 43000).
- B. Sabbatical leaves, which may not exceed one year, are granted by the School Deans/Directors under authority delegated from the Chancellor and the President (FSA 67-19). The number of leaves granted in any one semester or year shall not be so great in any Department, School, or at the campus as a whole as to disrupt the continued and regular course offerings or to affect the quality level of education offered to the students. The granting of leaves shall not exceed existing appropriations for such leaves (Title 5, Sections 43000, 43003).
- C. An applicant for a sabbatical leave shall forward a request, with the appropriate information of "the applicant's plan of study, research, or travel and service together with a statement of the benefits which would accrue to the campus and students thereof from the proposed study or the proposed travel and service" (Title 5, Section 43004a).
- D. Each faculty member granted a sabbatical leave will be required to sign a written statement agreeing to carry out the proposal to the best of his/her ability and an agreement to "return to the service of the CSUC and render the requisite service therein following his return from leave of absence. Such agreement shall be accompanied by a statement of assets showing, to the satisfaction of the (President or designee) the employee's capacity to indemnify the State of California against loss in the event that he fails, through fault of his own, to fulfill the agreement." If it is determined that a faculty member's assets are insufficient he/she will be required to furnish a bond "in the amount of the total salary computed to become due to the applicant during his leave of absence . . ." (Title 5, Section 43005). Retirement funds, when they are sufficient, shall serve as assets to indemnify the state.
- E. Each sabbatical leave must be followed by a term of service to the University for each term of leave (Title 5, Section 43005).
- F. Normally, a faculty member on sabbatical leave (Class A and Class B) shall not accept employment elsewhere (although he/she may go on a Fulbright or similar fellowship or accept payment of travel expenses connected with a sabbatical program). There may be a rare instance where up to half-time employment would contribute to the goal of the individual's sabbatical leave. However, the intention to do so must be clearly stated in the sabbatical leave plan submitted and must be approved in advance. The burden of proof shall be on the individual in any such exceptional circumstance to demonstrate the worth of such employment. Such employment shall be minimal and purely incidental and subject to the prior approval of the Associate Vice President for Academic Affairs -- Academic Personnel (FSA 64-59).

II. University Procedures

- A. Each school faculty shall adopt a sabbatical leave document which will outline the procedures for the election of the school sabbatical leave committee and the criteria for the sabbatical process. School sabbatical leave policies and procedures are subject to review and approval of the Associate Vice President for Academic Affairs -- Academic Personnel, in consultation with the University Personnel Policies and Practices Committee, with regard to their consistency with established policies of the CSUC system and of the University and with acceptable professional standards.
- B. The applicant's request shall be forwarded through the Department Chairperson to the School Sabbatical Leave Committee no later than November 1 for a sabbatical leave in the following academic year. The School Sabbatical Leave Committee shall forward its recommendations to the Dean of the School by December 1.

Sabbatical Leave Policies, Procedures, and Criteria (cont'd)

- C. The School Sabbatical Leave Committee on the basis of the material submitted shall evaluate the applications, and following consultation with the School Dean, make recommendations to the School Dean, who shall review the Committee's recommendations. If the Dean differs with the Committee, the Dean's decision, with reasons stated in writing to the applicant, shall be final. Copies of final decision and accompanying proposals shall be filed with the Associate Vice President for Academic Affairs no later than December 15.
- D. Each faculty member granted a sabbatical leave shall, upon return to service, submit a written report of study to the Department Chairman, Dean of the School, and Associate Vice President for Academic Affairs--Academic Personnel for inclusion in her/his personnel file. In addition, faculty granted Class A sabbaticals should be prepared to present the results of the sabbatical leave program in a Departmental and/or School seminar.
- E. Each faculty member on sabbatical shall be entitled to exercise all her/his normal faculty privileges.
- F. All persons and parties are strongly urged to make good faith efforts to resolve informally any disputes which arise relative to sabbatical leave matters. However, if a satisfactory adjustment does not result, the person(s) concerned may seek relief pursuant to CSUC system grievance procedures.

III. Criteria

- A. The minimum requirements which must be met for sabbatical leave to be authorized are set forth in Section I above. Faculty must apply according to the procedures set forth in Section II above, and must file a detailed plan of study, research, travel or service. The application must state how the carrying out of this plan by the faculty member will be of benefit to the University.
- B. If for any reason, an individual is denied a Class A sabbatical, he/she will automatically be considered for a Class B sabbatical. While it is the policy of the University to grant type "B" leaves to all faculty who meet the minimum criteria if it is fiscally possible to do so, the scarcity of type "A" leaves requires that applications for such leave be evaluated comparatively. In making such evaluations, committees and administrators involved shall consider the following:
 - 1. The relative value of the completion of the proposal to the University. This assessment may consider the needs of the program/department to which the faculty member is assigned (or may be assigned). The following are considered of value to the University:
 - a. Improved instructional effectiveness (for example, intellectual and professional growth of the applicant, exploration of training in new instructional modes and methodologies, . . .) with the exclusion of study toward completion of any degree including the terminal degree.
 - b. Scholarly and creative contributions to the field (for example, publications, exhibits, performances, etc.).
 - c. Retraining to assume new duties or assignments in an instructional field or discipline.
 - d. Research activities or projects which directly contribute to institutional effectiveness or to University/community interrelationships.
 - 2. The relative likelihood that the proposal will be completed as planned, and will result in definite accomplishments as stated in the plan. The program should therefore be clearly stated (purposes, methodology, specific work to be undertaken, expected outcomes). Evidences in the form of the proposer's training, background or past achievements, or in the form of work on the project already begun should be cited.
 - 3. The necessity of a sabbatical leave for the completion of the proposal.
 - 4. When there is equal merit among candidates, the number of years of full-time employment in The California State University and Colleges system since the last leave, or since employment if no previous sabbatical leave is on record.

Approved - Personnel Policies and Practices Committee 3/10/77
 Approved by Academic Senate 4/14/77
 Approved by President of the University 4/25/77