SENATE ACTION FORM

No. 1034

Subject: Sabbatical Leave Policy 3-3-1001

Reference to Senate Minutes dated: October 15, 2012

Senate Action:
The Faculty Welfare Committee recommends approval of the proposed amendments to the Sabbatical Leave Policy in the University Regulations (3-3-1001). (see attached)
VOTE: The motion passed unanimously.

Response requested:

_____ approval for placement in University Catalog
_____ approval for placement in University Regulations
_____ recommendation to Board for placement in Board Policy Manual
_____ none (sent as information item)
_____ other action requested/comments:

Dr. Mary J. Schuttler
Faculty Senate Chair
10/17/12

Administrative review of Senate action (unnecessary for information items):

_____ reviewed by General Counsel. Check _____ if comments attached
_____ reviewed by VPAA/Provost. Check _____ if comments attached

Presidential action:

_____ approve; _____ reject; _____ return to Senate for discussion/modification (comments attached)

President/Designated Administrative Officer

Date

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, BOX 75.
Background Information: The original Senate Action #965 (04/06/09) included both the Board Policy Manual and the University Regulations sections pertaining to amendment proposals to the Sabbatical Leave Policy (2-3-1001 and 3-3-1001). That Senate action was returned for discussion and a conference committee was formed. Section 2-3-1001 was presented/approved by the Faculty Senate on August 31, 2009 (Senate Action #967). The revisions to Section 3-3-1001 were inadvertently not presented to the Faculty Senate. Research indicated that the current section in the University Regulations should be updated to reflect conference committee revisions.

Part 10: Faculty Leaves

3-3-1001 Sabbatical Leave.

3-3-1001(1) Sabbatical Proposals. [See also 2-3-1001(2) Appropriate Use of Sabbatical Leaves.]

(a) Examples of acceptable sabbatical proposals include, but are not limited to:

(I) The pursuit of research or study at an institution of higher education or similar entity where improvement of oneself as a teacher-scholar is the focus.

(II) The pursuit of research projects within a faculty member’s specialty to advance knowledge, improve the — state of the art,‖ or to produce material for publication.

(III) The acquisition of practical experience within a discipline that will directly enhance the individual’s on-campus responsibilities.

(IV) The pursuit of special studies or projects for the purpose of expanding institutional-related services beyond the faculty member’s obligations.

(b) Examples of unacceptable sabbatical proposals include, but are not limited to:

(I) Study at a university, the primary purpose of which is to gain a degree in an area or discipline not related to current responsibilities.

(II) Travel which is not directly related to on-campus responsibilities. (A significant distinction is made herein between travel to improve oneself as a teacher-scholar and travel in and of itself.)

(III) Any sabbatical request within the faculty member’s current obligations to the University. (Examples include rewriting of course materials, course development, and the like.)

(IV) Activities or research not related to current on-campus responsibilities.
3-3-1001(1) Sabbatical Leave Application Procedures. [See also 2-3-1001(5) Approval Procedures.]

(a) The dean of each college shall announce the deadline for submission of proposals at least 60 calendar days before the deadline and all faculty who are eligible for sabbatical leave will be notified.

(b) Eligible faculty interested in applying for sabbatical leave shall submit to the department chair/school director a proposal which outlines the work to be undertaken and the benefits to teaching and/or scholarship that will result from the project. The proposal shall also include an explanation of

(i) any additional compensation [see 2-3-1001(6)(b)] and

(ii) the reason, if any, that the work must be completed by the end of the following academic year or earlier;

(iii) the length of time since the applicant's last sabbatical leave or, if this is the first sabbatical leave application, the date of the initial hire;

(iv) and an indication as to whether the applicant's sabbatical leave was postponed after having been previously approved.

(c) Applications will be reviewed according to the procedures outlined in 2-3-1001(5) Approval Procedures.

3-3-1001(2) Term Faculty Considerations Agreement Addendum. (This is an addendum to Title 2, Article 3, Part 10, 2-3-1001(1) Sabbatical Leave Eligibility). Department/unit chairs and directors, in consultation with the faculty in their area, will, when recommending a term faculty position be converted to tenure-track, also make a recommendation to their dean, regarding years of service performed by the faculty member to be applied towards application for sabbatical leave. The dean will forward his/her department faculty recommendations to the CAO. The following consideration should be used to guide the faculty, chair, and dean in determining years of credit towards eligibility to apply for sabbatical leaves.