SENATE ACTION FORM

No. 1063

Subject: Sabbatical Leave 2-3-1001

Reference to Senate Minutes dated: November 25, 2013

Senate Action:
MOTION: The Faculty Welfare Committee recommends approval of the proposed amendments to the Sabbatical Leave Policy (see attachment).
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. Schultze

Faculty Senate Chair

December 2, 2013

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

Date of Board approval (if applicable): __________________________

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, BOX 75.
Faculty Welfare Committee proposed amendments to the Sabbatical Leave Policy in the Board Policy Manual. 
Rationale: Clarify the timeframe regarding eligibility for sabbatical leave consideration.

2-3-1001 Sabbatical Leave

2-3-1001(1) Purpose:
The sabbatical leave program at the University is designed to provide an opportunity for faculty growth and renewal and must be for the manifest, demonstrable benefit of the University in the promotion of teaching and scholarship. The purpose of sabbatical leave is to enhance professional growth, knowledge in the discipline, students’ educational experience, and the University’s reputation.

2-3-1001(2) Sabbatical Leave Eligibility. [See also 3-3-1001(2) Term Faculty Considerations Agreement Addendum.]
Tenured and tenure-track faculty members, including librarians holding faculty appointments, shall be eligible for sabbatical leave consideration during the sixth year of full-time service to the University, i.e., eligibility occurs in the sixth year for leaves to be taken in the seventh, or in a subsequent year. Faculty members hired and continuously employed on term contracts will not be eligible for sabbatical leave consideration. Part-time tenured faculty members as defined in Title 2, Article 3, Part 2 Faculty: Definition and Contracts, and Title 2, Article 3, Part 4, Faculty Responsibilities and Conditions of Employment, 2-3-401, Faculty Workload will receive prorated credit toward their sabbatical leave eligibility in proportion to their FTE assignments, e.g., two semesters at .50 FTE will be counted as one semester of time-in-service. Only tenured faculty members are eligible to take a sabbatical leave. Exempt administrators who have faculty status are not eligible for sabbatical leave nor do they accumulate time-in-service toward sabbatical leave, but may be eligible for administrative leave (see 2-2-307).

Eligibility for sabbatical leave consideration shall be counted from a) the beginning of the first full academic year of the faculty member's date of hire, employment or b) the time of completion beginning of the academic year following the completion of a previous sabbatical leave, or c) the date established according to the postponement provisions in 2-3-1001(5), Approval Procedures. Full-time service during an academic year, including paid sick and disability leaves, will count as one year toward time-in-service for sabbatical leave eligibility and a semester of full-time service will count as a half year toward time-in-service for sabbatical leave eligibility. Employment beyond the academic year, unless specified by contract, shall not count as time-in-service. Time spent in leave-without-pay shall not count as time-in-service.

If time spent in leave-without-pay is for the purpose of enhancing teaching, scholarship, or research, a request may be made to the department chair/school director and to the appropriate dean that the leave count as time-in-service for a sabbatical leave. This request must be part of the leave-without-pay application and must have the approval of the department chair/school director and the dean prior to the commencement of the leave.

2-3-1001(3) Appropriate Use of Sabbatical Leaues.
[See also 3-3-1001(1) Sabbatical Proposals].
The activities undertaken during sabbatical leave must be related to the individual’s on-campus responsibilities. The proposal must specify the effect on professional growth, development of knowledge in the discipline, influence on the students’ educational experience, and the enhancement of the University’s reputation. Once the goals and plan are approved, the faculty member is obligated to fulfill them, unless amended [See also 2-3-1001(5) Approval Procedures].

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

(l) 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 or creative endeavors 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 that will directly enhance the individual’s capacity to meet University 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 an institution of higher education, the primary purpose of which is to gain a degree in an area or discipline not related to current University responsibilities.

(II) Travel that is not directly related to University 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 University responsibilities.

2-3-1001(4) Restrictions.

(a) A sabbatical leave may not be terminal leave and may not be taken in the last year of service to the University. In accepting a sabbatical leave, the faculty member shall agree to return to the University for at least the full-time equivalent of one academic year immediately thereafter. When the faculty member terminates his or her employment at the University within one academic year immediately after leave, the faculty member shall refund the sabbatical remuneration (including salary and benefits) to the University. In the case of permanent disability or death prohibiting the return to service, neither the individual nor the heirs shall be obligated to refund any part of the paid leave or benefits.

(b) Leaves may be requested only for fall and/or spring semesters. However, summer term may be considered as a semester for University Libraries faculty sabbaticals.

(c) A sabbatical leave may not immediately precede or follow an unpaid leave of absence unless recommended by the dean and approved by the CAO.

(d) The appropriate dean and department chair/school director will insure that student academic programs will not be unduly disrupted by the granting of sabbatical.

(e) Except as provided under 2-3-1001(6) Compensation, sabbatical leave shall not be used as a means of augmenting personal income.

2-3-1001(5) Approval Procedures.

Approval of a leave request will be based upon the merits of the proposal communicated by the specific goals and plan for achievement outlined in the proposal.

(a) Sabbatical Proposal Submission. Individual sabbatical leave proposals shall first be submitted to the department chair/school director, who will then call a meeting of the faculty. (See 3-3-1001(1) Sabbatical Leave Application Procedures.) After due consideration, this group will either recommend approval or disapproval of the proposal based on protocols developed by the department/school faculty in consultation with the chair/director and approved by the dean. This decision shall be based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/or staffing issues.

(b) Proposals recommended by the faculty for approval will be forwarded to the department chair/school director who will make recommendations based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/or staffing issues. Proposals not
approved by the faculty for reasons of academic merit are disapproved and go no further in the process except for reporting purposes as specified in section (c) below. Proposals not recommended for approval by the faculty for reasons of resources and/or staffing issues will be forwarded to the department chair/school director who will make recommendations based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/or staffing issues. The recommendations of the faculty and the department chair/school director will be forwarded to the dean who will make his/her recommendations based solely on resource and/or staffing issues, and on whether the proposal clearly addresses how it meets one or more of the appropriate uses of sabbatical leaves as specified 2-3-1001(3). The recommendations of the faculty, the department chair/school director and the dean will be forwarded to the CAO who will make the final decision and report such decision to the President and to the BOT. The applicant will be informed of the recommendations and will be afforded an opportunity to respond at each level of the review process up to the CAO, whose decision is final.

(c) All proposals that are not recommended for approval, with the exception of those withdrawn by the faculty member, will be forwarded to the department chair/school director, dean, and CAO for reporting purposes.

(d) All sabbatical leave proposals approved by the CAO will be presumed to be of equal merit. If for any reason in a given year the University cannot support all of the sabbatical leaves that have been approved, the CAO or his or her designee(s) will prioritize the proposals in the following manner:

   (I) Sabbatical leave proposals that are time sensitive will take precedence over proposals that are not time sensitive. A proposal will be deemed time sensitive if it cannot be completed at all if postponed beyond the proposed dates. Information relevant to making this determination must accompany the sabbatical leave proposal (See 3-3-1001(2) for required information.)

   (II) Within each group of proposals ordered as in paragraph (I), any proposals that have already been postponed in favor of more time sensitive proposals will take precedence over proposals that have not been so postponed. Notes of any previous postponements must accompany the proposal.

   (III) Within each group ordered by the above principles, proposals from faculty members for whom the period of time since last sabbatical leave has been longest take precedence over those for whom the period since the last sabbatical has been shorter. Proposals will contain an indication of the period of time since the last sabbatical leave or, in the case of a first sabbatical leave, since the time of hire.

When a leave is postponed for the above reasons, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.

(e) Delay of Leave by Faculty Member. Faculty members who apply for and are granted a sabbatical leave, and who, for any reason, are unable to take the leave at the time specified, may request postponement of the leave for up to one year. Postponement requires the recommendation of the department chair/school director and dean. If in this time the individual has not begun the leave, the leave is null and void and the individual must submit a new application. When a leave is postponed, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.

(f) Delay of Leave by the Dean. The dean for the affected unit has the right to change the effective dates of the leave. The dean may not postpone the leave for more than one year from the requested beginning date, unless the affected faculty member agrees. When a leave is thus postponed, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.

(g) Proposal Revisions. Revisions of approved leave plans must be approved by the department chair/school director and dean. The applicant will be informed of the recommendations and, if the revised proposal is not approved, will be afforded an opportunity to provide additional information.

2-3-1001(6) Compensation
(a) Salary. Remuneration for a one-semester leave will be at full salary and for a full academic year (i.e., two semesters) will be 60 percent of the academic year instructional base salary. Faculty members on sabbatical leave may not receive compensation for overload teaching for the university.

(b) Non-salary Compensation. During the period of sabbatical leave, in addition to the salary received from the institution, the faculty member may accept grants, awards, contracts, fellowships, allowances for transportation and/or cost-of-living differentials, or other compensation or stipends related to the approved sabbatical leave project. Any such additional compensation is to be explained in the sabbatical leave proposal, or to be appended to the proposal if awarding occurs after the sabbatical leave proposal has been approved by the CAO. Policies regarding consulting and other outside activities remain applicable when a faculty member is on sabbatical leave. [See 2-3-409 Outside Activities and 3-3-401 Outside Activities.] In all cases, the acceptance of additional income by a person on sabbatical leave is justified only if the activity from which such income is accepted is congruent with the purposes of research, scholarly writing, creative endeavors, or clearly related professional experience and study for which the sabbatical leave is granted.

2-3-1001(7) Sabbatical Leave Workload.

The work outlined in the approved sabbatical leave proposal constitutes the entirety of the faculty member’s workload obligation to the University (1.0 FTE in the case of a full-time faculty member) during the sabbatical leave, whether for one semester or for two semesters.

2-3-1001(8) Faculty Report Obligation.

In accepting a sabbatical leave, the faculty member agrees to provide to the department/school faculty a written report of the activities, the goals attained, and the benefits derived during the course of the leave. Upon approval of the faculty, the report will be forwarded to the department chair/school director and the dean. The department chair/school director and the dean will review the report to ensure it clearly addresses how the sabbatical leave met the appropriate uses of sabbatical leaves as specified in 2-3-1001(3). If the department chair/school faculty or dean finds the report unacceptable, the faculty member will be notified in writing and will have the opportunity to respond. Once the report has been accepted, copies will be forwarded to the CAO. Faculty members who do not submit an acceptable report within one academic year of completion of the leave shall not be eligible for subsequent sabbatical leaves.

2-3-1001(9) Institutional Accountability.

(a) All sabbatical leave records and approved and disapproved plans, will be available for inspection, upon request, by the Joint Budget Committee, the Education Committees of the Senate and the House of Representatives, and the Colorado Commission on Higher Education. Withdrawn plans will not be included in the records and will be returned to the faculty members.

(b) Final sabbatical reports are not considered a part of personnel files and become open record for public disclosure pursuant to the Colorado Open Records Statute (C.R.S. 24-72-204).