SABBATICAL LEAVE POLICY

Effective Date: 9/9/2008

Definition: A policy governing the application for and award of sabbatical leaves.

Authority: The collective bargaining agreement between the California State University and the California Faculty Association.

Scope: Eligible faculty unit employees of CSU San Marcos.

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Third Revision: 09/04/1998
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First Revision: 06/15/1994
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Approved by the Academic Senate 02/06/2008
I. AUTHORIZATION

Sabbatical leaves are authorized under Article 27 of the Collective Bargaining Agreement.

II. OBJECTIVE

Sabbatical leaves shall be for purposes that provide a benefit to CSUSM through research, scholarly and creative activity, instructional improvement and faculty retraining. Such activities provide a crucial benefit to the instructional needs of CSUSM by improving the competency and enthusiasm of the faculty, by keeping the faculty up-to-date in their fields, and by bringing new ideas and concepts to the campus which will be shared with students and other faculty in and out of the classroom. Sabbatical activities also benefit society and promote the reputation of the university by giving CSUSM faculty a chance to refine ideas developed at CSUSM and spread them to the national and international creative, scholarly and educational communities.

III. ELIGIBILITY

A full-time faculty unit employee shall be eligible for sabbatical leave if

1. S/he has served full-time for six (6) years at CSU, San Marcos in the preceding seven (7) year period prior to the leave; and

2. S/he has served full-time at least six (6) years after any previous sabbatical leave or difference in pay leave.

Note:

A. Credit granted towards completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for sabbatical.

B. A leave of absence without pay or service on an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.

C. For tenure track faculty, final approval of a sabbatical leave is contingent upon having earned tenure.

1Difference in Pay Leaves. Academic employees who have completed at least six consecutive academic years of service may be granted a leave of absence for one or more semesters not exceeding 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.
IV. SALARY

The salary of a faculty employee on a sabbatical leave shall be in accordance with the following:

1. One (1) semester at full salary; or
2. Two (2) semesters at one-half (1/2) the full salary.

V. SSP-ARs

All full time SSP-ARs are eligible to apply for sabbaticals.

The process for SSP-ARs will be the same as it is for instructional faculty with the following exceptions:

The Professional Leave Committee will evaluate the applications separately from the instructional faculty and assign them to one of the categories identified in Section VII. C.

The Professional Leave Committee will submit their report to the Vice President for Student Affairs instead of the Vice President for Academic Affairs.

VI. APPLICATION PROCESS

A. Sabbatical leaves are awarded the year prior to the sabbatical leave itself. Each spring semester, faculty who are eligible to apply for a sabbatical leave shall be notified of their eligibility and the application submission date for the Fall semester. A copy of the notification shall be sent to the Dean and the Department Chair or equivalent\(^2\). In order to facilitate resource planning, faculty are asked to notify the Dean and Department Chair (or equivalent) as soon as they make the decision to apply for a sabbatical leave.

B. An application for a sabbatical leave shall include the following:

1. A 3 to 5 page narrative which states the purpose of the sabbatical leave and gives a detailed description of the applicant’s plan of study, research, travel, and/or service. This narrative shall include the following:
   a. A full description of the proposed activities including a timeline, and, if appropriate, a description of the methodology, and/or course of study (or other types of activities). The activities proposed

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\(^2\) A faculty member not belonging to a “department” has an appropriate administrator, for example a Center Director or a Program Director, who functions as the equivalent of the Department Chair for the purposes of this document.
should be of a nature to clearly make full use of the applicant's working time for the duration of the sabbatical leave.

b. An explanation of how the project positively impacts the applicant's professional development (including the ability to carry out responsibilities at CSUSM). The applicant should put the professional development into context. For example, if the proposed activity involves a course of research, the applicant should explain whether it represents a continuation of ongoing research or a change in direction; likewise, if the proposed activities are directed at instructional improvement, the applicant should describe the courses which will benefit and how they will benefit from the proposed activities.

2. A statement specifying the CSU resources (e.g., the need to use one's faculty office/lab, the need to secure an internal grant, or the need for travel funds), if any, necessary to carry it out;

3. A statement of the time requested, which shall not exceed one (1) year;

Note: A sabbatical leave of two (2) semesters may be implemented within a two (2) consecutive year period.

4. A copy of the applicant's curriculum vitae and a copy of original reports for previous sabbatical leaves (see Section VIII, Paragraph 4 below).

5. Applicants who have been recommended for a sabbatical but not funded in any of the previous two years may also include copies of previous recommendations from the Professional Leave Committee for one or both of the previous two years.

C. The application (9 copies) shall be submitted to the Professional Leave Committee via the Office of the Academic Senate. The Office of the Academic Senate shall distribute seven copies to the Professional Leave Committee, one copy to the Associate Vice President for Academic Affairs - Academic Resources office and one copy to the applicant's department (or equivalent unit).

D. A difference in pay leave may be filed simultaneously with a request for a sabbatical leave according to academic unit policy and procedures but only one type of leave may be granted.

VII. EVALUATION PROCESS

A. A Professional Leave Committee shall review sabbatical applications, considering questions related to the quality of the proposed sabbatical leave project.
1. The Professional Leave Committee shall be constituted as follows:
   a. The Professional Leave Committee shall be elected on an annual basis by probationary and tenured faculty unit employees.
   b. The Professional Leave Committee shall be an all university committee composed of full-time tenured professors.
   c. One member shall be elected from the faculty by the eligible faculty in each of the following areas: Education, Business, Science and Mathematics, Humanities and Fine Arts, the Social Sciences, the Library. One at-large representative shall be elected from the faculty as a whole.³
   d. Faculty unit employees applying for a sabbatical leave shall not be eligible for election to the Professional Leave Committee.

2. The Professional Leave Committee shall use the following criteria listed in order of importance in evaluating the merit of proposals:
   a. The quality of the professional development of the applicant through research, scholarly and creative activity, instructional improvement or faculty renewal with no implied priority among these (including the impact on the faculty member's ability to carry out his/her responsibilities to CSUSM).
   b. The quality of the proposal in terms of clarity, purpose, methods, and objectives.

3. The Professional Leave Committee shall group proposals into the following categories:
   a. Highly Recommended: Exceptionally high quality projects or projects which represent an unusually good or timely opportunity.
   b. Recommended: Projects that indicate a high quality sabbatical leave.
   c. Recommended Against: Projects that do not indicate a high quality sabbatical leave.

³ The distribution of areas was chosen to parallel the University Retention, Tenure, and Promotion committee.
The Professional Leave Committee shall recommend against all proposals whose proposed activities are not of a nature to account for all of the applicant's working time for the duration of the sabbatical leave.

The *Highly Recommended* category should be a small, select group. In no case should more than 25% of the proposals be assigned to this category.

4. The Professional Leave Committee shall rank order all applications in the *Recommended* Category (this information will not be included in the letter sent to the applicant).

5. The Professional Leave Committee shall submit a letter for each application to the Vice President for Academic Affairs giving the following information (a) the category of recommendation (Highly Recommended, Recommended, or Recommend Against), (b) the reasons for the recommendation, and (c) suggestions for improvement (if needed). The Professional Leave Committee shall also submit to the Vice President for Academic Affairs the rank order of applications in the category.

A copy of this letter shall be given to the applicant. The applicant shall be informed that a positive recommendation by the Professional Leave Committee does not guarantee that the sabbatical Leave will be approved by the President.

Applicants may respond in writing to the VPAA regarding the committee's recommendation within two weeks of receipt of the recommendation.

B. The Senate Office shall send a copy of the application to the faculty unit employee's department (or equivalent unit). The department (or equivalent unit) shall provide a statement to the Vice President for Academic Affairs (with a copy to the Dean) regarding the possible effect on the curriculum and the operation of the department (or equivalent unit) should the employee be granted a sabbatical.

C. The Vice President for Academic Affairs shall make a recommendation to the President regarding each sabbatical leave application.

1. After reviewing the recommendations of the Professional Leave Committee, the Vice President for Academic Affairs may meet and confer with the Professional Leave Committee for clarification.

2. The Vice President for Academic Affairs, in consultation with the appropriate deans, shall consider other campus program needs and campus budget implications. In particular, the distribution of sabbatical leaves among different academic units may be considered (taking into account...
such factors as the FTES, FTEF, number of eligible faculty, number of faculty applying, and the number of faculty recommended by the Professional Leave Committee in each unit).

3. When resources do not allow funding of all sabbatical leaves of a given category or subcategory of recommendation, the Vice President for Academic Affairs shall also take into account the number of years (since the applicant's previous sabbatical leave, if any) an applicant has been eligible for sabbatical leave as well as the number of years the applicant has been recommended for a sabbatical leave by the Professional Leave Committee, but not awarded.

4. Arrangements may be developed by the department and approved by the President to accommodate granting sabbatical leaves for faculty unit employees whose leaves have been approved. Such arrangements may include rearranging workload within the department, and other university funding. No faculty unit employee will be involuntarily required to work in an overload situation by such arrangements.

5. The recommendation of the Vice President for Academic Affairs shall be forwarded to the President with copies to the applicant, the Dean, the department (or equivalent), and the Professional Leave Committee. The letter should contain reasons for the recommendation.

VIII. APPROVAL

A. The President or the President's designee shall respond in writing to the applicant and shall include the reasons for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected department (or equivalent unit), the Dean, the Vice President for Academic Affairs and the Academic Senate Office for the Professional Leave Committee.

B. Final approval of a sabbatical leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is at least equal to the amount of salary paid during the leave.

C. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave.

D. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.
E. A faculty unit employee whose leave requested has been approved shall normally be granted that leave. A leave may be deferred up to one year in circumstances when the President or the President’s designee determines that granting the sabbatical leave in the succeeding academic year would cause an undue hardship on the department’s ability to offer its program.

IX. FACULTY RESPONSIBILITIES

A. A faculty unit employee on a sabbatical leave shall not accept additional and/or outside employment without prior approval of the president or the President’s designee.

B. A faculty unit employee granted a sabbatical leave may be required by the president to provide verification that conditions of leave were met. The statement of verification shall be provided to the president and the Academic Senate office for the Professional Leave Committee.

C. A faculty unit employee shall render service to the CSU upon return from a sabbatical leave at the rate of one (1) term of service for each term of leave.

D. A faculty member, upon return from sabbatical, shall submit a written report of approximately one page to the department (or equivalent unit) and Dean describing accomplishments during the period of leave.

X. FACULTY RIGHTS

A. It is the intent of this policy that faculty unit employees eligible for sabbatical leave who meet the conditions of this policy receive their sabbatical leave.

B. Faculty on a sabbatical leave may not serve on university-wide committees. However, faculty on a sabbatical leave may vote in university-wide elections and run for university-wide offices for which they are eligible. The voting rights and committee service restrictions of an individual on sabbatical, within their college, department, or program, should be decided by the college/department/program and included in pertinent governance documents.

C. A faculty unit employee on a sabbatical leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if s/he were not on a sabbatical leave.

D. A faculty unit employee on a sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment, eligibility toward promotion, if applicable, and seniority credit.
E. If approved leaves are deferred, in succeeding years first preference for leave shall be given to faculty whose leave applications were approved in the earliest prior year.

XI. TIMELINE

May of year before request process begins
- Associate Vice President for Academic Affairs - Academic Resources notifies eligible faculty
- NEAC constitutes the Professional Leave Committee.

Last business day of September
- 9 copies of application due in Office of the Academic Senate. (Senate provides 1 copy to Associate Vice President for Academic Affairs and 1 copy to the department (or equivalent unit)

First business day of October
- Associate Vice President for Academic Affairs - Academic Resources requests impact statement from the department (or equivalent unit)

Last business day of October
- Professional Leave Committee forwards recommendations to Vice President for Academic Affairs with a copy to applicant
- Impact statements due to Vice President for Academic Affairs with a copy to applicant

Last business day of November
- Vice President for Academic Affairs forwards recommendation to President with copies to the department (or equivalent unit), the Dean, the Office of the Academic Senate for the Professional Leave Committee and the applicant.

Last day of Fall semester
- President notifies candidates of sabbatical decisions with copies to the department (or equivalent unit), the Dean and the Office of the Academic Senate for the Professional Leave Committee