

## **SABBATICAL LEAVES FAM 627.65**

### **1. Purpose**

A sabbatical leave shall be for purposes that provide a benefit to the University, such as research, scholarly and creative activity, instructional improvement or faculty retraining. Throughout the rest of this document the term full-time faculty member refers to mean an instructional faculty member, Librarian, administrator or a SSP/ARs. This policy complies with Collective Bargaining Agreement (CBA) article 27.

### **2. Eligibility**

A full-time faculty member shall be eligible for a sabbatical leave after serving full time for six (6) years at CSUSB in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical leave. Full-time faculty members are eligible for a sabbatical leave of one quarter /three (3) months, two quarters /six (6) months, or three quarters /nine (9) months. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.

### **3. Application Process and Response Deadlines**

Academic Personnel Office will notify all eligible faculty.

The full-time faculty member shall submit an application for a sabbatical leave. The application shall include a statement of the purpose of the sabbatical, a description of the proposed project and the CSUSB resources, if any, necessary to carry it out, and a statement of the time requested, which shall not exceed one (1) year. Application and response deadlines shall be established by the President or her/his designee after considering recommendations from the Department/School Evaluation Committee (DEC). Applicants should submit previous sabbatical reports (where applicable),

### **4. Criteria**

Criteria for the evaluation of proposals (in order of importance) are:

- A. Relationship to the educational aims and purposes of the department/school, college, library, or unit.
- B. Intellectual development of the full-time faculty member through research, scholarly and creative activities, instructional improvement, or faculty retraining.
- C. Quality of proposal in terms of clarity, purpose, methods, and objectives.
- D. Effects on programmatic needs of department/school/college /library if leave is granted.

## **5. Periods of Leave and Salary**

The salary of an academic year full-time faculty member on a sabbatical leave shall be in accordance with the following schedule:

- A. One (1) quarter at full salary;
- B. Two (2) quarters at three-fourths ( $\frac{3}{4}$ ) of full salary;
- C. Three (3) quarters at one-half ( $\frac{1}{2}$ ) of full salary.

The salary of a 12-month full-time faculty member on sabbatical leave shall be in accordance with the following:

- A. Three (3) months at full salary;
- B. Six (6) months at three-fourths ( $\frac{3}{4}$ ) of full salary;
- C. Nine (9) months at one-half ( $\frac{1}{2}$ ) of full salary.

The start date of a sabbatical for a 12-month full-time faculty member with instructional responsibilities shall coincide with the start date of the appropriate academic term.

Full-time faculty members serving as department chairs/school directors (class codes 2481, 2482) shall be assigned to the equivalent 12-month or academic year instructional faculty classification (e.g. 2361, 2360) for the duration of the sabbatical, and will not receive the department chair/school director stipend while on sabbatical leave.

If a full-time faculty member occupies a split position with both academic year and 12-month components, the higher appointment time base will normally be used to establish

whether the faculty member is placed into an academic year position or a 12-month position for the duration of the sabbatical. Upon request of the faculty member and approval of the appropriate administrator, a faculty member whose majority appointment is on a 12-month basis may be assigned to an academic year position for the duration of the sabbatical.

## **6. Exception**

A sabbatical of two (2) or three (3) quarters may be implemented within a two (2) consecutive year period, subject to the recommendations of a DEC and the approval of the appropriate administrator and the approval of the President or her/his designee.

## **7. Conditions**

A full-time faculty member on sabbatical leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits in the same manner as if s/he were not on sabbatical leave.

A full-time faculty member on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable and seniority credit.

A full-time faculty member on sabbatical leave shall not accept additional and/or outside employment without prior approval of the President or designee.

A full-time faculty member granted a sabbatical leave may be required by the President or designee to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President or designee and the DEC .

A full-time faculty member three shall render service to the University upon return from a sabbatical leave at the rate of one (1) term of service for each term of leave.

## **8. Application Process**

A. A DEC composed of tenured faculty members or equivalent unit employees shall review sabbatical applications. The Department/School DEC shall be elected by probationary and tenured faculty members or respective unit employees. A full-time faculty member applying for a sabbatical leave shall not be eligible for election to the DEC.

B. The DEC, in consultation with the department chair/school director or unit head, shall forward a recommendation to the college dean or appropriate administrator. The recommendation shall include a statement evaluating the proposed sabbatical project and indicating the possible effect on the department or employee's unit should the sabbatical be granted.

C. The college dean or appropriate administrator shall consider the recommendation of the DEC, pursuant to the provisions stated above, and other campus program needs and budget implications. The dean or appropriate administrator shall provide a statement to the President or his/her designee approving or denying the sabbatical leave, giving reasons for approval or denial. A copy of this statement shall be provided to the applicant, the DEC, and the department chair/school director or unit head. The applicant shall have 10 working days to reply to the denial of the application for sabbatical leave.

D. The President or her/his designee shall consider the recommendations of the dean or appropriate administrator, and the applicant's reply, pursuant to the provisions stated above. The President or designee shall respond in writing to the applicant, indicating the reasons for approval or denial of the sabbatical leave. If a sabbatical leave is granted, the response shall include any conditions on the leave. A copy of this response shall be provided to the affected department or unit, the DEC and the dean or appropriate administrator.

E. If a sabbatical leave is denied based on factors other than the merit of the proposal, and if the denial results in fewer sabbaticals being awarded than to 12% of eligible faculty, upon request of the full-time faculty member, the sabbatical leave shall be deferred until the following academic year. At that time, if the underlying conditions supporting the proposal remain in effect, the leave shall be granted.

F. It is the intent of this policy that full-time faculty members eligible for sabbatical leave who meet the conditions set out for sabbaticals receive their leave, subject to the provisions stated above. All applications for sabbatical leave at one-half (1/2) of full salary shall be approved if they meet the criteria set forth in this policy. If there are a sufficient number of faculty members or unit employees eligible for sabbatical leave who meet the conditions of this Article, then a campus shall grant no fewer sabbatical leaves than twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such leaves in that year, in addition to those faculty approved for a sabbatical at one-half (1/2) of full salary. Sabbaticals deferred according to E above shall be counted in the year they are taken.

G. Arrangements for accommodating sabbatical leaves that have been granted may be developed by the department and approved by the President or her/his designee. Such arrangements may include rearranging workload within the department as well as shifting University funding. No faculty member or unit employee will be required to work involuntarily in an overload situation by such arrangements.

## 9. Requirements

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

## **10. Report**

Upon return from sabbatical leave, the full-time faculty member shall submit a written report to the department chair/school director or unit head describing accomplishments during period of leave. This report shall accompany any subsequent application for Sabbatical leave. The faculty member shall submit a report that lists and describes the accomplishments that occurred as a result of the sabbatical. Evidence of fulfillment of the goals as stated in the sabbatical application is expected. A report shall be submitted to the department leave committee within 30 calendar days upon return to campus. The DEC will evaluate the extent to which the sabbatical goals were accomplished as stated in the sabbatical application. If the DEC evaluates the faculty's sabbatical report unfavorably, this consequently shall affect the faculty's next application for sabbatical. The DEC shall submit their evaluation to the Dean's office within 30 calendar days upon receiving the sabbatical report.

## **11. Forms**

Application forms for sabbatical leaves and forms for filing a suitable bond or an accepted statement of assets are available in the Department/School or unit administration office.