

ARTICLE 22
SABBATICAL AND PROFESSIONAL DEVELOPMENT LEAVE

22.1 Policy. Sabbatical and professional development leaves shall be made available by the Board to faculty members who meet the requirements set forth below. Such leaves are granted to increase a faculty member's value to the university through enhanced opportunities for professional development, research, writing, or other forms of creative activity.

22.2 Sabbatical Leaves.

(a) Types of Sabbatical Leaves.

(1) The Board shall make available to each faculty member whose application has been reviewed and approved as described below, a sabbatical leave for two (2) semesters (i.e., one (1) academic year) at half (1/2).

(2) Each year, the Board will make available at least one (1) sabbatical leave at full-pay for one (1) semester for each forty (40) eligible faculty members, subject to the conditions set forth below.

(b) Eligibility.

(1) Full-time tenured faculty members with at least six (6) years of full-time service shall be eligible for sabbatical leaves.

(2) A faculty member who has taken a sabbatical leave shall not normally be eligible for another until she or he has completed six (6) more years of full-time service.

(c) Application and Selection.

(1) Each application shall include a statement describing the program and activities to be followed while on sabbatical, the expected increase in value of the faculty member to the university and the faculty member's academic discipline, specific results anticipated from the leave, any anticipated supplementary income, the dates of all previous sabbaticals taken, and a statement that the applicant agrees to comply with the conditions of the sabbatical leave program as described in this Article.

(2) Sabbaticals leaves shall be granted unless the university has determined that the conditions set forth in this Section have not been met or that departmental/unit staffing considerations preclude such leave from being granted. In this latter instance, the faculty member shall be provided the sabbatical leave the following year, or at a later time as agreed to by the faculty member and the university. The period of postponement shall be credited for eligibility for a subsequent sabbatical leave.

(3) If there are more applicants for one (1) semester sabbaticals at full-pay than available sabbaticals, a committee shall rank the applications. The committee shall be elected by and from the faculty members eligible for sabbatical leave. The chairperson shall be selected by the President or representative. The committee, in ranking the applications, shall consider the benefits of the proposed program to the faculty member, the university and the profession; an equitable distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within the university; the length of time since the faculty member

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1 was relieved of teaching duties for the purpose of research and other scholarly activities; and the
2 length of service since previous sabbatical or initial appointment. The committee shall submit a
3 ranked list of recommended faculty members to the President or representative. The President or
4 representative shall make appointments from the list and consult with the committee prior to an
5 appointment that does not follow the committee's ranking.
6

7 22.3 Professional Development Leave.

8 (a) Types of Professional Development Leave. Each year, the university or its
9 representatives will make available at least one (1) professional development leave at full-pay for
10 one (1) semester or half (1/2) pay for two (2) semesters, for each twenty (20) eligible faculty
11 members, subject to the conditions set forth in this Article.
12

13 (b) Eligibility for Professional Development Leave.

14 (1) Full-time faculty members with three (3) or more years of service shall be
15 eligible for professional development leaves, except those faculty members who are serving in
16 tenure-earning or tenured positions.
17

18 (2) A faculty member who has taken a professional development leave shall
19 not normally be eligible for another until she or he has completed three (3) more years of full-
20 time service.
21

22 (c) Application and Selection.

23 (1) Application for professional development leave shall contain an
24 appropriate outline of the project or work to be accomplished during the leave and a statement of
25 length of service since the last professional development leave (or initial appointment).
26

27 (2) The Board or its representative shall approve applications when the
28 university believes that completion of the project or work would improve the productivity of the
29 department or function of which the faculty member is a part. Criteria for selection of
30 professional development leave applicants shall be specified and made available to eligible
31 faculty members.

32 (d) A faculty member who takes a professional development leave and fails to spend
33 the time as stated in the application shall reimburse the Board for the salary received during such
34 leave.
35

36 22.4 Conditions Applicable to both Sabbatical and Professional Development Leaves.

37 (a) Eligible faculty members shall be notified annually regarding eligibility
38 requirements and application procedures and deadlines.
39

40 (b) No more than one (1) faculty member per ten (10) in a department/unit need be
41 awarded a sabbatical or professional development leave at the same time.
42

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1 (c) A faculty member who is compensated through a contract or grant may receive a
2 sabbatical or professional development leave only if the contract or grant allows for such leaves
3 and the faculty member meets all other eligibility requirements.
4

5 (d) While on sabbatical or professional development leave, the faculty member's
6 salary shall be one half (1/2) pay for two (2) semesters (one (1) academic year), or full-pay for
7 one semester.
8

9 (e) Contributions normally made by the Board to retirement and Social Security
10 programs shall be continued on a basis proportional to the salary received. Board contributions
11 normally made to faculty insurance programs and any other faculty benefit programs shall be
12 continued during the leave.
13

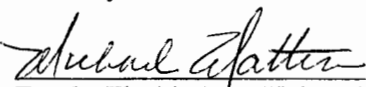
14 (f) Eligible faculty members shall continue to accrue annual and sick leave on a full-
15 time basis during the leave.
16


17 (g) While on leave, a faculty member shall be permitted to receive funds for travel
18 and living expenses, and other leave-related expenses, from sources other than the university
19 such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the
20 purposes of the leave. Receipt of funds for such purposes shall not result in reduction of the
21 faculty member's university salary. Grants for such financial assistance from other sources may,
22 but need not, be administered through the university. If financial assistance is received in the
23 form of salary, the university salary shall normally be reduced by the amount necessary to bring
24 the total income of the sabbatical period to a level comparable to not more than 125 % of the
25 faculty member's current year salary rate. Employment unrelated to the purpose of the sabbatical
26 leave is governed by the provisions of Article 19, Conflict of Interest And Outside Activity.
27

28 (h) The faculty member must return to university employment for at least one (1)
29 academic year following participation in the program. Agreements to the contrary must be
30 reduced to writing prior to participation. Return of salary received during the program shall be
31 required in those instances where neither of the above is satisfied.
32

33 (i) The faculty member must, within sixty (60) days after the start of the next
34 semester following the leave, provide a written report of no fewer than 900 words describing the
35 faculty member's accomplishments during the leave to the President or representative, Dean and
36 Department Chair. This report shall include information regarding the activities undertaken
37 during the leave, the results accomplished during the leave as they affect the faculty member and
38 the university, and research or other scholarly work produced or expected to be produced as a
39 result of the leave. The accrual of service credit toward future sabbaticals shall not commence
40 until such time as the report is provided.
41

42 22.5 Other Study Leave.

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1 (a) Job-Required. A faculty member required to take academic course work as part
2 of assigned duties shall not be required to charge time spent attending classes during the work
3 day to accrued leave.
4

5 (b) Job-Related. A faculty member may, at the discretion of the supervisor, be
6 permitted to attend up to six (6) credits of course work per semester during work, provided that:

7 (1) The course work is directly related to the faculty member's professional
8 responsibilities;

9 (2) The supervisor determines that the absence will not interfere with the
10 proper operation of the work unit;

11 (3) The supervisor believes that completion of the course work would
12 improve the productivity of the department or function of which the faculty member is a part;
13 and

14 (4) The faculty member's work schedule can be adjusted to accommodate
15 such job-related study without reduction in the total number of work hours required per pay
16 period.
17

18 (c) Faculty members may, in accordance with this Article, use accrued annual leave
19 for job-related study.
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21 22.6 Retraining. The Board may, at its discretion, provide opportunities for retraining of
22 faculty members when it is in the university's best interests. Such opportunities may be provided
23 to faculty members who are laid off, to those who are reassigned, or in other appropriate
24 circumstances. These retraining opportunities may include enrollment in tuition-free courses
25 under the provisions of Article 24 and this Article.

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