

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
Faculty Senate  
**SABBATICAL LEAVE PROCEDURES FOR FACULTY<sup>1</sup>**

August 22, 2011

Sabbatical Leave encourages the professional growth of the faculty of Southern Connecticut State University by providing an opportunity for individual pursuit of a scholarly and creative experience. Sabbatical leave is established in accordance with the Collective Bargaining Agreement.<sup>2</sup>

**I. Standards for Sabbatical Leave (from the CSU-AAUP CBA section 13.7)**

The CSU-AAUP Collective Bargaining Agreement, section 13.7, states that “Sabbatical leave is educational leave. Sabbatical leaves are granted for the benefit of Connecticut State University. Sabbatical Leave is granted for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching or equivalent professional responsibilities of members. All proposals for such leave must merit approval on the basis of these standards.”

**II. Eligibility**

Upon completion of six years of full-time service<sup>3</sup>, a tenured faculty member is eligible to take sabbatical leave. Untenured members may apply for sabbatical leave in their sixth year of full-time service. If the leave is granted and the candidate is not awarded tenure, the leave cannot be accepted. After a sabbatical leave, a person cannot take another sabbatical leave until the completion of an additional six years of full-time service. All proposals that meet the standards specified in paragraph I above shall be judged on the basis of their comparative merit. Among those proposals deemed equal in merit by the sabbatical leave committee, preference shall be given to members with the longest service since their last sabbatical leave.

**III. Schedule of Sabbaticals**

**A. Length of Sabbaticals**

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<sup>1</sup> The Faculty Senate in agreement with the President of the University establishes these procedures, which are intended to be consistent with the Collective Bargaining Agreement, to govern the sabbatical leave process at Southern Connecticut State University.

<sup>2</sup> "Collective Bargaining Agreement" when used in this document, refers to Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Trustees for the Connecticut State University, for 2007-2011.

<sup>3</sup> Interpretation: (1) The six years of full-time service must be at SCSU or within the CSU system; (2) The six years of full-time service must be as a member of the instructional faculty, as a counselor, as a member of the library faculty, or as any combination of the three.

Sabbatical Leave may be taken for one or two semesters, beginning in the Fall or Spring semesters. Sabbatical Leave outside the normal academic semester shall also be permissible. Library faculty may begin their Sabbatical Leave in the Fall, Spring or Summer.

B. Rotation of Sabbaticals

Departments of ten or fewer members shall send no more than one on sabbatical at one time. A department with 11-20 shall send no more than two on sabbatical at one time. A department with 21-30 shall send no more than three on sabbatical at one time.

C. Deferral of Sabbaticals

Once granted, sabbatical leave can only be deferred one time, for not more than one year, under special circumstances. A faculty member's request for deferral must be made in writing to the chair of the department sabbatical leave committee. It must specify the circumstances that gave rise to the request as well as propose a new time frame for the sabbatical leave. Prior to approving the deferral, the chair of the departmental sabbatical leave committee and the department chair will consult with the administration. Once a deferral is approved, the University Sabbatical Committee must be notified in writing by the faculty member.

IV. A. Application Format

To be considered, faculty members' sabbatical leave applications must include:

1. An original and one copy of the completed prescribed application form, one of which will be retained by the committee and the second placed in the University documents file in Buley Library. The form must be signed by the applicant, the DEC/Sabbatical Committee chair, the department chair, and the dean of the applicant's school.
2. Evaluative statements concerning the candidate's plan from the department's Sabbatical Committee and from the Department Chairperson.
3. A description of the sabbatical plan that indicates its expected contribution to the faculty member's professional growth as specified in paragraph I above.
4. A curriculum vitae outlining the following attributes of the applicant: (1) scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community.
5. A copy of the Sabbatical Leave Follow-up Report(s) for any previous award(s) of sabbatical leave.

**B. Application Procedures:**

1. Candidate's Role in the Sabbatical Leave Process

- a. The candidate is responsible for notifying in writing the appropriate Department Chairperson, Department Sabbatical Committee and the office of the Associate Vice President for Human Resources that he/she is applying for sabbatical leave.
- b. The candidate is responsible for initiating his/her sabbatical file, and for forwarding the completed application and cover form, including all required signatures, to the office of the Associate Vice President for Human Resources. This file shall be available to both the Department Chairperson and Department Sabbatical Committee, as specified in the calendar for use in completing independent evaluation.
- c. The candidate is responsible for scheduling an interview with the University Sabbatical Committee through the office of the Associate Vice President for Human Resources. (This interview is optional, but highly recommended.)

2. Departmental Role in the Sabbatical Leave Process

- a. The departmental evaluation shall be independent of any other evaluation (e.g., independent of the Chairperson's evaluation).
- b. Each department must establish either an elective committee or a committee of the whole to evaluate a candidate's sabbatical plan for sabbatical leave. The department may choose to have another department committee act as its Sabbatical Leave Committee.
- c. No person shall serve as a member of a Departmental Sabbatical Leave Committee in any deliberations in a year in which he/she applies for sabbatical leave. The Department Chairperson shall not serve as a member of a Departmental Sabbatical Leave Committee.
- d. Each Department shall develop its own procedures regarding additional conditions of eligibility, elections, recall of Department's Committee members, and conduct of its business. These procedures shall be recorded, shall be readily available to the faculty and a copy shall be placed on file with the Faculty Senate.
- e. The Departmental evaluation shall be based on the merits of the candidate's sabbatical plan. Prior to completing the evaluation, the Departmental Sabbatical Leave Committee and the Departmental Chairperson will conduct negotiations with the Administration to ensure that no sabbatical

leave will have a detrimental impact on the department<sup>4</sup>. If the negotiations fail, the Departmental Sabbatical Leave Committee will include in each evaluation a statement of any adverse impact the sabbatical leave will have on the department.

In accordance with the procedure and calendar specified in this Document, the appropriate Department Committee is responsible for entering an evaluation of the candidate's sabbatical plan in the candidate's university sabbatical file, for providing a copy to the candidate, and for signing the candidate's sabbatical application form.

- f. A copy of all Department Sabbatical Committee evaluations and recommendations shall be forwarded directly to the office of the Associate Vice President for Human Resources to be placed in the member's personnel file.

### 3. Department Chairperson's Role in the Sabbatical Leave Process<sup>5</sup>

- a. The Chairperson shall provide a written evaluation of the candidate's sabbatical plan not later than those dates listed in the Calendar (see Part V of this Document) for all members of the Department who are candidates for sabbatical leave. In no case, however, shall a Department Chairperson being considered for sabbatical participate in the sabbatical evaluation process. This original evaluation shall be placed in the candidate's university sabbatical file, and the chair shall provide a copy to the candidate.
- b. The Chairperson shall present information in his or her evaluation which takes into consideration the eligibility requirements established by this document for sabbatical leave. The nature of this information should reflect the Chairperson's professional judgments and opinions as well as factual information.
- c. The Chairperson shall include in his or her evaluation a detailed statement that indicates the extent to which the candidate's sabbatical will affect the operation of the Department. Prior to completing the evaluation, the Chairperson and the departmental sabbatical leave committee will conduct negotiations with the Administration to ensure that no sabbatical leave will have a detrimental impact on the department. Upon obtaining a statement from the Administration he/she will include this information in his/her evaluation, and shall obtain the Dean's signature on the candidate's sabbatical application form.

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<sup>4</sup> In the event that the Department Chairperson is applying for a sabbatical, the Department Sabbatical Leave Committee shall conduct these negotiations with the Administration.

<sup>5</sup> In the case of the Library, the spokesperson shall fulfill the role of the Department Chairperson.

- d. The Chairperson's evaluation shall be based on the merits of the candidate's sabbatical plan. The Chairperson's evaluation shall be independent of the departmental evaluation.
- e. The Department Chairperson shall provide the candidate with a copy of the evaluation, and shall sign the candidate's sabbatical application form.
- f. A copy of all evaluations and recommendations by the Chairperson shall be forwarded directly to the Office of the Associate Vice President for Human Resources to be placed in the member's personnel file.

**V. Calendar for Sabbatical Leave – August 22, 2011**

All dates specified may be changed by agreement between the University President and the Executive Committee of the Faculty Senate. See Article 13.7 in the Collective Bargaining Agreement or contact the Office of Human Resources to determine eligibility.

The due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fell on weekends or holidays. All dates and specified deadlines will be adhered to by the Sabbatical Leave Committee.

Aug. 22 Forms and guidelines available at:  
[http://www.southernct.edu/employment/Faculty\\_Senate/](http://www.southernct.edu/employment/Faculty_Senate/). Candidates should begin to assemble file.

Sept. 15 The following three offices shall be notified no later than September 15 of the candidate's intention to apply for sabbatical leave:

1. Appropriate Chairperson
2. Department Sabbatical Committee or equivalent
3. Office of the Associate Vice President for Human Resources and Labor Relations

Sept. 28 Candidate shall submit sabbatical file to the Department Sabbatical Committee or equivalent.

(Deadline Extended to Oct. 3 due to Hurricane Irene)

Oct. 6 The Department Sabbatical Committee shall forward the candidate's file to the Department Chairperson.

(Deadline Extended to Oct. 10 due to Hurricane Irene)

Oct. 13 The Department Chairperson shall forward the candidate's file to the Department Sabbatical Committee.

(Deadline Extended to Oct. 17 due to Hurricane Irene)

Nov. 3 The candidate's file, including the Department Sabbatical Committee's evaluation shall be forwarded to the office of the Associate Vice President for Human Resources. The Department Chairperson's evaluation shall be forwarded separately to the office of the Associate Vice President for Human Resources, and the chair shall provide a copy to the candidate.

Nov. 11 Final opportunity for the candidate to submit any new supporting documentation to the University Sabbatical Committee.

Dec. 8 Deliberations of the University Sabbatical Committee will be completed, and its recommendations forwarded to the President of the University.

Dec. 19 President notifies the candidates whether or not sabbatical leaves have been granted.

February 3 (First Friday) The President notifies the Board of Trustees of the action he/she has taken concerning sabbaticals.

## VI. **Benefits and Responsibilities**

### A. Remuneration

Remuneration shall consist of full pay for one semester or half pay for one year at the option of the faculty member with the approval of the President. The Administration will conduct negotiations with the Departmental Chairperson and the Departmental Sabbatical Leave Committee to ensure that no sabbatical leave will have a detrimental impact on the Department.

### B. Activity Engaged in While on Sabbatical

1. A grant may be accepted during the period of the sabbatical.
2. An individual may render a service, such as a limited number of lectures or involvement in seminars at another institution, as a part of a grant.

3. An individual may not accept a teaching position or any other remunerative position that would detract from his/her sabbatical plan during the period of his/her sabbatical.

C. Protection of Faculty Members' Jobs and Benefits

All rights, benefits and positions guaranteed by the Collective Bargaining Agreement and University by-laws shall be maintained by the faculty member during his/her sabbatical leave. A faculty member on sabbatical leave shall continue to accrue sick leave, longevity credit, and retirement credit at the full-time rate. A faculty member to be eligible for longevity payments during the sabbatical year must be on the payroll on either April 1 or October 1 of the year in questions.

D. Return

1. It is expected that recipients of sabbatical leave will return to work at Southern Connecticut State University for at least one year after the leave is completed. The President of the University may release a person from this agreement for appropriate reasons.
2. Within one semester of returning from a sabbatical leave a faculty member shall submit to the President, Sabbatical Leave Committee, Department, and Director of Library Services, a written statement setting forth the experiences and accomplishments attained in his/her pursuit of the objectives set forth in his/her proposal. Such statements shall be retained by the Sabbatical Leave Committee and a copy shall be placed in the University documents file in Buley Library attached to the copy of the application where it shall be available to the University community.

VII. University Sabbatical Committee

A. Purpose of the Committee

The purpose of the University Sabbatical Committee is to evaluate candidates for sabbaticals, and to make recommendations to the President of the University regarding the granting of sabbaticals in accordance with this Document.

B. Structure of the Committee

1. There shall be a single sabbatical committee for teaching faculty (including supervisors of student teaching), library faculty, and counselors, hereafter referred to collectively as "faculty". For the purposes of this Document, ten and twelve-month administrators are excluded.

2. This committee shall consist of nine members elected by the faculty.

3. Alternates

a. There shall be three alternate members elected by the faculty.

b. Alternates shall take the place of voting members

- when a voting member is applying for a sabbatical that year.
- when a voting member resigns.
- under other circumstances, such as prolonged illness, as evaluated by the committee.

c. At no time shall the number of voting members (including alternates serving as members) exceed nine.

C. Eligibility for Membership on the Committee

1. Any faculty member is eligible to serve on this committee provided he or she is tenured, has the rank of Assistant Professor or above (or the equivalent for library faculty and counselors), and has completed a minimum of six years of full-time service on the faculty or professional staff of a college or university, at least three of which must be at Southern Connecticut State University.

2. At no time shall there be more than two members from any one department elected as regular or alternate members of the committee.

3. No person who provides evaluative materials at any level of the sabbatical process may serve as a member or alternate on the committee (e.g., department chairpersons, division directors, and department sabbatical committee members).

4. No person shall serve as a member of this committee in any academic year in which he or she applies for a sabbatical.

5. Paragraph 3 above shall not be construed as disqualifying any person who is a department chairperson, division director, department sabbatical committee member or equivalent [e.g. DEC], from standing for election to this committee, or vice versa. But if such person is elected to the university sabbatical committee, he or she must vacate, by resignation or expiration, either his/her position on the university sabbatical committee or his/her position as department chairperson, division director, or department sabbatical committee member before the beginning date of university sabbatical committee service. A person who serves on a DEC whose duties include evaluation of sabbatical proposals may serve on both the DEC and the university sabbatical committee provided he or she recuses him/herself from all sabbatical-related deliberations of the DEC.

D. Elections of Members of the Committee

1. The Election Committee of the Faculty Senate has the responsibility for conducting the faculty elections for this Committee.
2. Initially, three regular members and one alternate will be elected for three-year terms, three regular members and one alternate will be elected for two-year terms, and three regular members and one alternate will be elected for a one-year term.
3. Each spring, elections shall be held for three regular members and one alternate member for three-year terms. At the same time, elections shall be held for two or one-year terms to fill any existing vacancies in unexpired terms.
4. All terms shall begin September 1 and expire August 31.

E. Recall of Committee Members and Alternates

1. Any member or alternate of this Committee may be recalled by a majority vote of the faculty on a referendum.
2. Such a referendum shall be conducted by the Election Committee of the Faculty Senate upon receipt of a petition to the effect bearing the signatures of at least 10% of the faculty.

F. Procedures of the Committee

1. The candidate may submit any new supporting documentation to the Committee in accordance with the calendar.
2. The candidate shall be given the opportunity to appear before the University Sabbatical Leave Committee or a sub-committee of the Committee prior to making its decision.
3. The Committee shall examine and discuss each candidate's sabbatical file. It may decide to solicit additional written information from any source. Candidates concerned will automatically receive a copy of the additional material. Any such material introduced at this time must be countersigned by the candidate, and the candidate must have the opportunity of adding written rebuttal. The Committee shall not accept written information other than that in the file or submitted pursuant to VII.F.1, F.2 or that which the Committee solicits as described above.
4. A Sabbatical Leave may be granted for either a full year at half pay or a half year at full pay without prejudice.

5. In evaluating candidates' applications for sabbatical, the Committee as a whole will discuss criteria. Ultimately each Committee member will use his or her own judgment in voting to recommend or not to recommend.
6. After all information has been received, and after full discussion and deliberation, each Committee member shall cast a ballot. A secret ballot shall be used for any major decision.
7. Each Committee member shall be afforded a reasonable opportunity (as determined by the Committee) to cast a ballot.
8. At any stage, the committee may reconsider and/or revote on an individual candidate.
9. The final listing of candidates recommended shall be presented by the committee chair to the Human Resources department in priority order as determined by the committee. Human Resources shall forward the committee's recommendations to the office of the university President in the form of a letter to be signed by all committee members. A copy of the Sabbatical Leave Committee Recommendation including the candidate's relative numerical position on the sabbatical list shall be sent to the candidate at the time of issuance.
10. Committee members, when not meeting as a Committee, shall treat as confidential the information in any candidate's file and the Committee's deliberations and votes. Such confidentiality does not apply to disclosure concerning procedures in a formal hearing by a Grievance Committee.
11. The Committee may establish and follow any additional procedures it deems reasonable, provided such procedures do not contravene procedures specified in this Document or contravene the spirit of this Document. A written record of all procedures shall be given annually (in the Spring of the year) to the Faculty Senate and to the President of the University.

#### VIII. **Grievance Procedure**

Any faculty member who feels that the prescribed procedures and criteria rules have in some way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

#### IX. **Amendment Procedure**

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

#### X. **Interpretation, Implementation, and Review**

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this Document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide such an issue.

## APPLICATION FOR SABBATICAL—CHECKLIST

Please organize the proposal as follows:

- I. Application form: original and one copy.
- II. Description of Project (limited to eight double-spaced pages)
  - A. Title of Proposal
  - B. Conception and Definition of Project
  - C. Plan of Work in Detail. Include time line, budget, travel arrangements, research arrangements, etc.
  - D. Bibliography
- III. Curriculum Vitae

Include information regarding scholarly competence and recognition, teaching competence and participation in academic and professional activities of the University and the community.
- IV. Supporting Documents and/or Other Material

SOUTHERN CONNECTICUT STATE UNIVERSITY  
New Haven, Connecticut

Format for Sabbatical Leave Follow-Up Reports

Within one semester of returning from the sabbatical leave, recipients shall submit copies of the report to the President, Sabbatical Leave Committee, Department and Director of Library Services.

Briefly state the objective(s) of your sabbatical proposal. Detail the experiences and accomplishments of your leave, particularly as they relate to your objective(s).

If, for any reason, you materially changed your objective(s), please clearly indicate the course and result(s) of such a change.

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
APPLICATION FOR SABBATICAL LEAVE**

Name:	Date:
Academic Rank:	Date Tenure Granted:
Department:	
Dates of Leave Requested: From: _____ To: _____	

Number of Years of Full-Time service since last Sabbatical or Number of Years of Full-Time service as a faculty member at SCSU, whichever is less \_\_\_\_\_.

Date of previous sabbatical, if applicable \_\_\_\_\_.  
Please attach the Sabbatical Leave Follow-Up Report(s).

**TITLE OF PROPOSAL:**

**ABSTRACT** (100 words or less) of proposal:

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**Signature of Department Sabbatical Committee Chairperson**      **Date**  
(See IV.B.2.e)

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**Signature of Department Chairperson**      **Date**  
(See IV.B.3.e)

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**Signature of Dean**      **Date**  
(See IV.B.3.c)

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**Signature of Applicant**      **Date**  
(Indicates applicant's receipt of evaluation letters from DSC and department chair)