



FACULTY SENATE

Faculty Senate Resolution Number F-2023-02

To: Dwayne Smith, Ph.D., Interim President, Southern Connecticut State University  
From: Natalie Starling, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding REVISIONS TO SABBATICAL LEAVE PROCEDURES FOR FACULTY

This Resolution was approved by Faculty Senate on: 10/18/2023

- This Resolution is presented for APPROVAL
- This Resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Senate's recommendation."

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

Natalie Starling Digitally signed by Natalie Starling  
Date: 2023.10.27 12:03:27 -04'00'  
Natalie Starling, Ph.D., President, Faculty Senate      Date

cc: Robert S. Prezant, Ph.D., Provost and Vice President for Academic Affairs

ACTION OF THE UNIVERSITY PRESIDENT

Resolution for Approval:

- Resolution APPROVED
- Resolution DISAPPROVED (Provide comments below or attach statement)

Resolution for Information:

- Resolution NOTED (applies to Informational Resolutions only)

Dwayne Smith, Ph.D., Interim President, SCSU      11/7/23  
Date

**SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE  
RESOLUTION FOR REVISIONS TO SABBATICAL LEAVE PROCEDURES FOR FACULTY**

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence;

Whereas, The Faculty Senate is the official governing body for shared governance;

Whereas, The Faculty Senate recognizes that, to further academic excellence, procedures for the evaluation of full-time faculty members for sabbatical leave need periodic review and revision as stated in Section IX of the *Sabbatical Leave Procedures for Faculty* document;

Whereas, Deliberative bodies should have an odd number of members to discourage tie votes;

Whereas, Members of small departments have proportionately heavy service obligations;

Whereas, The current language in **Section IV.B.2.b.** of the *Sabbatical Leave Procedures for Faculty* document reads as follows:

Each Department must establish either an elected 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 the Sabbatical Leave Committee;

now, therefore, be it

*Resolved*, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following revisions to the *Sabbatical Leave Procedures for Faculty* document **Section IV.B.2.b.** (dated April 28, 2021):

Each Department shall establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. This committee shall have a minimum of three members. The Department may choose to have another Department committee, such as the Department Evaluation Committee (DEC), act as the Department Sabbatical Leave Committee.

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

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 “Sabbatic leave is educational leave. Sabbatic leaves are granted for the benefit of Connecticut State University. Sabbatic 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 I. Standards for Sabbatical Leave shall be judged on the basis of their competitive 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 Regents for the Connecticut State University, for 2016-2021.

<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 member on sabbatical at one time. A Department with 11-20 members shall send no more than two members on sabbatical at one time. A Department with 21-30 members shall send no more than three members on sabbatical at one time.

C. Deferral of Sabbaticals

Once granted, Sabbatical Leave can only be deferred one time, under special circumstances, for not more than one year. A faculty member's request for deferral must be made in writing to the Chairperson of the Department Sabbatical Leave Committee (or equivalent; this Committee shall hereafter be referred to as the Department Sabbatical Leave Committee in this document). 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 Chairperson of the Department Sabbatical Leave Committee and the Department Chairperson shall consult with the Dean of the faculty member's college/school (or equivalent) and the President of the University. Once a deferral is approved, the University Sabbatical Leave Committee must be notified in writing by the faculty member.

IV. Applying for Sabbatical Leave

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A. Application Format

To be considered, a Candidate's Sabbatical Leave digital file must include the following materials, to be submitted as a single PDF document:

1. The completed application form, which must be digitally signed by the Candidate, the Department Sabbatical Leave Committee Chairperson, the Department Chairperson, and the Dean of the Candidate's college/school or equivalent.
2. Evaluative statements concerning the Candidate's plan from the Department Sabbatical Leave Committee and from the Department Chairperson.
3. A description of the sabbatical plan (including specific outcomes) that indicates the expected contribution to the Candidate's professional growth as specified in I. Standards for Sabbatical Leave.
4. A two-page curriculum vitae outlining the following Candidate information:
  - a. scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community, highlighting those accomplishments directly related to the sabbatical plan

5. A copy of the Sabbatical Leave Follow-up Report(s) for any previous award(s) of Sabbatical Leave.

B. Application Procedures:

1. Candidate Role in the Sabbatical Leave Process

- a. The Candidate is responsible for notifying, in writing, the Department Chairperson, Department Sabbatical Leave Committee Chairperson, and the Office of Human Resources of the intent to apply for Sabbatical Leave.
- b. The Candidate is responsible for initiating the Sabbatical Leave application process. The Candidate shall make the Sabbatical Leave digital file (as a single PDF document) available to the Department Sabbatical Leave Committee, the Department Chairperson, the University Sabbatical Leave Committee, and the Office of Human Resources as specified in the calendar (Appendix A).
- c. The Candidate is responsible for scheduling an interview with the University Sabbatical Leave Committee through the Office of Human Resources. This interview is optional, but highly recommended.

2. Department Role in the Sabbatical Leave Process

- a. The evaluation of the Department Sabbatical Leave Committee shall be independent of any other evaluation (e.g., independent of the Department Chairperson's evaluation).
- b. Each Department shall establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. ~~This committee shall have a minimum of three members. The Department may choose to have another Department committee, such as the Department Evaluation Committee (DEC), act as the Sabbatical Leave Committee.~~
- c. No person shall serve as a member of a Department Sabbatical Leave Committee during an academic year in which that person is applying for Sabbatical Leave. The Department Chairperson shall not serve as a member of a Department Sabbatical Leave Committee.
- d. Each Department shall develop its own procedures regarding additional conditions of eligibility, election, and recall of Department Sabbatical Leave Committee members, as well as conduct of its business. These procedures shall be recorded and be readily available to the faculty, and a copy shall be placed on file with the Faculty Senate.

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- e. The evaluation of the Department Sabbatical Leave Committee shall be based on the merits of the Candidate's sabbatical plan. Prior to completing the evaluation, the Department Sabbatical Leave Committee and the Department Chairperson shall conduct negotiations with the Dean of the Candidate's college/school (or equivalent) to ensure that no Sabbatical Leave will have a detrimental impact on the Department<sup>4</sup>. If the negotiations fail, the evaluation of the Department Sabbatical Leave Committee will include a statement of any adverse impact the Sabbatical Leave will have on the Department.
  - f. In accordance with the procedure and calendar (Appendix A), the Department Sabbatical Leave Committee is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the Sabbatical Leave digital file and for signing the Candidate's Sabbatical Leave application form (Appendix B).
3. Department Chairperson Role in the Sabbatical Leave Process<sup>5</sup>
- a. The Chairperson shall present information in the 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. The Chairperson's evaluation shall be based on the merits of the Candidate's sabbatical plan and independent of any other evaluation (e.g., independent of the Department Sabbatical Leave Committee's evaluation).
  - b. The Chairperson shall include in the 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 Department Sabbatical Committee shall conduct negotiations with the Dean of the Candidate's college/school (or equivalent) to ensure that no Sabbatical Leave will have a detrimental impact on the Department. Upon obtaining a statement from the Dean of the Candidate's college/school (or equivalent), this information shall be included in the Chairperson's evaluation.
  - c. In accordance with the procedure and calendar (Appendix A), the Department Chairperson is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the Sabbatical Leave digital file and for signing the Candidate's sabbatical application form (Appendix B).
  - d. In no case shall a Department Chairperson applying for Sabbatical Leave participate in the sabbatical evaluation process.

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<sup>4</sup>In the event that the Department Chairperson is applying for Sabbatical Leave, the Department Sabbatical Leave Committee shall conduct these negotiations with the Dean of the appropriate college/school (or equivalent).

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

V. **Transmission to the University President**

After the University Sabbatical Leave Committee has completed its review, the digital files will be made available to the President of the University by the Chairperson of the University Sabbatical Leave Committee.

VI. **Benefits and Responsibilities**

A. **Remuneration**

Remuneration shall consist of full pay for one semester or half-pay for one year based upon preference of the faculty member with the approval of the President of the University.

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 the sabbatical plan during the Sabbatical Leave.

C. **Protection of Faculty Member's Job and Benefits**

All rights, benefits and positions guaranteed by the Collective Bargaining Agreement and University Bylaws shall be maintained by the faculty member during the Sabbatical Leave. A faculty member on Sabbatical Leave shall continue to accrue sick leave, longevity credit, and retirement credit at the full-time rate. To be eligible for longevity payments during the sabbatical year, a faculty member must be on the payroll on either April 1<sup>st</sup> or October 1<sup>st</sup> of the year in question.

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 Sabbatical 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 a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the proposal to the President of the University, University Sabbatical Leave Committee, Department Sabbatical Leave Committee, and Director of Library Services. Such statements shall be retained by the University 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.