Sabbatical Leave Policy

1.00 Purpose

The purpose of this policy is to establish the means by which eligible, full-time faculty may be granted sabbatical leaves consistent with Article 27 of the CSU Faculty Bargaining Agreement. This policy is intended to reflect the University’s commitment to the principles, goals, and ideals described in the CSUMB Vision Statement and to its core values.

2.00 Definition

Sabbatical leaves are paid leaves intended to provide an opportunity for full-time faculty to engage in research, scholarly, and creative activity, instructional improvement, or faculty retraining.

3.00 Eligibility

Full-time faculty members shall be eligible for a sabbatical leave if they have served full-time at CSU Monterey Bay for six (6) years in the seven (7) year period preceding the leave. To be eligible for a subsequent sabbatical leave, full-time faculty members must have served at least six (6) years after any previous sabbatical 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.

4.00 Funding

The university shall budget sufficient funds annually to provide the number of 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, all applications for sabbatical leave at one-half (1/2) of full salary shall be approved if they meet the criteria set forth in provisions 27.5-27.8 of the Collective Bargaining Agreement (CBA), and this policy.

5.00 Criteria

At all levels of review, applications for sabbatical leave shall be evaluated according to the appropriateness and benefits of the activities and the practicality of attaining the stated goals and outcomes of the sabbatical leave proposal. Appropriateness and benefits are related to the expanded and deepened definitions of the four areas of scholarship described in the current Retention, Tenure, and Promotion Policy and to the priorities set out in the CSUMB Vision Statement.
5.1 Appropriateness

Sabbatical leaves may involve professional development, courses of study, creative or scholarly projects, or other experiences of a scope or nature not possible through normal workload assignments. Activities during sabbatical leave should promote more effective student learning or lead to increased mastery of the applicant’s field or development of a new area of specialization.

5.2 Benefits

All sabbatical leave proposals should articulate clearly how the proposed activities will enable the applicant to better serve CSUMB students, Department and CSUMB missions and programs, and/or to meet local, regional, or statewide needs.

5.3 Practicality

Sabbatical leave proposals shall be clearly defined and articulated and shall state outcomes that are realistically attainable.

6.00 Authority

The President or designee shall grant sabbatical leaves after receiving recommendations from the Department RTP Committee and/or Department Chair, the Dean, University RTP Committee, and Provost. The Dean level recommendation shall ensure that any sabbatical leave granted shall not seriously disrupt course offerings or cause other undue hardship at the Department level. The University RTP Committee shall limit the number of recommended full pay sabbatical leaves to twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such leaves in that year. The President or designee shall notify all sabbatical leave applicants of the decision regarding their proposals consistent with the date specified in the Academic Personnel Calendar.

7.00 Types of Sabbatical Leaves

Successful applicants may select one semester at full pay or two semesters at half pay. Twelve-month librarians or counselors may select four months at full pay or eight months at half pay. A sabbatical leave of two semesters at half pay may be granted within a two consecutive academic year period (for example, Spring semester of one academic year and Fall semester of the following year).

8.00 Indemnification

Each sabbatical leave must be followed by a term of service to the university equal to the length of the sabbatical leave.

Final approval of a sabbatical leave shall not be granted until the applicant has filed with Academic Personnel a promissory note, the value of which is at least equal to the amount of
salary to be paid during the leave. Such promissory note shall indemnify the State of California against loss in the event the faculty member fails to render the required service after the sabbatical leave.

Faculty members granted sabbatical leaves shall, within ninety (90) days of return to service, submit a written report of their leave activities to Academic Personnel for inclusion in their Personnel Action File. Copies of the report shall also be submitted to their Department Chair and College Dean.

9.00 Employment

Faculty members on sabbatical leave shall not accept employment elsewhere except in those instances where employment would contribute to the objective of the leave. In those instances, faculty members on sabbatical leave shall not accept additional employment without prior written approval of the President or designee.

10.00 Continuous Renewal

This policy shall be assessed in ten years from its effective date to determine its utility and effectiveness. This policy may be revised as necessary.

Certification of Process: Faculty Affairs Committee, Academic Senate Executive Committee, Academic Senate, Policy Facilitation Team, Academic Personnel

Diane F. Harrison
President
8/20/07
Effective Date

This policy was enacted March 15, 2005. Section 4.00 was revised August 2007 to comply with the new Collective Bargaining Agreement.
Memorandum from Policy Facilitation Team

Date: August 20, 2007
Subject: Policy for final Presidential approval
From: Provost Kathryn Cruz-Uribe
Policy: Sabbatical Leave Policy

The above policy is approved by the Provost, for final approval by the President.

Kathryn Cruz-Uribe 8/20/07
Provost Date

To: President Dianne Harrison

The Policy Facilitation Team along with the Provost recommends this policy for your final approval and implementation. Please sign and date in the designated space on the final page of this policy. Thank you.