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ARTICLE 14
PROFESSIONAL DEVELOPMENT AND SABBATICAL LEAVE
(PENDING BOT APPROVAL)

- 14.1 Professional Development. The University supports the development of its faculty as teachers, scholars, and practitioners by providing resources and programs. Such support includes but is not limited to internal research grants, financial support including travel support, orientation programs, instructional technology workshops, and speakers' series. Professional Development funds are dispersed by the Provost or his/her designee based on appropriateness of the request and budget availability.
- 14.2 Sabbatical Leave. A sabbatical leave is intended to provide faculty members with opportunities for ~~scholarly~~-professional development that will contribute to their achievements and the value of their service to the University. A sabbatical recognizes prior teaching and scholarly achievements and anticipates future teaching and scholarly contributions. Sabbaticals provide faculty with the opportunities for professional renewal, planned travel, study, formal education, research, faculty development, certification, or other experiences of professional value.
- (a) Eligibility for Sabbatical Leave. The University does not guarantee the opportunity to take a sabbatical leave. Leave is granted when, in the Provost's assessment, the conditions of the department and of the University are such that the faculty member's absence will not seriously impair the interests of the University. A faculty member who accepts a sabbatical is expected to return to the University for at least two semesters (a spring and a fall) of service immediately after the conclusion of the sabbatical. If a faculty member does not return to the University immediately following the leave, the faculty member is responsible for compensating the school for the salary and benefits received during the sabbatical. Ordinarily, sabbaticals are granted only if, at the expiration of such leave, the applicant would be eligible for continued service on the faculty of the school for at least one year before retirement or contract expiration. The University allows full-time faculty who have completed at least six years of full-time service with the University to be eligible to apply for a sabbatical. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Applications for sabbaticals are usually distributed by the Provost in early January for the subsequent academic year.
- (b) Duration and Compensation. A sabbatical may involve absence for an academic year at half-salary or for either a fall or spring semester at full salary. ~~An academic year s~~Sabbaticals can be for a single semester, or for fall-spring or for spring-fall.
- (c) Application. A complete application for sabbatical, ~~approved by the Division~~

44 ~~Director, or if there is no Division Director in the management chain, the~~
45 ~~Department Chair,~~ is due in the Provost's office by January 15 preceding the
46 academic year in which the sabbatical is requested. The applicant must have a well-
47 considered, suitable plan for ~~research~~ professional development activity. A detailed
48 written statement of this plan indicating its professional advantages, as well as a
49 current curriculum vitae, must accompany the application. This plan should be at
50 least two pages and not more than five pages in length, using 11-point font and one
51 inch margins. The application must include a statement from the Division Director
52 or, if there is no Division Director in the management chain, the Department Chair,
53 that the applicant's absence will not unreasonably hinder the delivery of the
54 curriculum. If the Division Director or Department Chair refuses to provide such a
55 statement, they shall provide a written justification to the applicant.

- 56
- 57 (d) Sabbatical approval is based on the candidate's proposal and its value to the
58 university. The Provost, one ~~other Vice President~~ Vice-Provost, and ~~two-three~~
59 faculty members (~~two~~ one chosen ~~nominated~~ by the Faculty Assembly, one chosen
60 by the Provost) evaluate the sabbatical proposals and make a recommendation to
61 the President. Final decision authority on sabbaticals lies with the President, and
62 the President will report annually to the BOT on sabbatical activity. If the President
63 denies a recommended sabbatical, he shall provide a written justification to the
64 committee and applicant. ~~Sabbaticals can be for a single semester, or for fall-spring~~
65 ~~or for spring-fall.~~
- 66
- 67 (e) Mutual Consent. The letter from the President, or designee, to the applicant
68 approving the leave represents a commitment by the university and the faculty
69 member. Therefore, any subsequent changes to the plans for the leave require the
70 written agreement of both parties.
- 71
- 72 (e) Required Report. Within sixty (60) days of returning to academic duties at the
73 university after a sabbatical leave, the faculty member shall submit a detailed report
74 of activities during the leave to the Provost.
- 75
- 76 (f) Additional Sabbatical Leave. Employees shall not normally be eligible to take
77 another paid sabbatical until six (6) years of continuous service are completed
78 following the prior sabbatical.
- 79
- 80 (g) Maximum and Minimum Sabbaticals. In no case will the number of individuals on
81 sabbatical in a single semester exceed whichever is larger of-one (1) individual or
82 10% of the full-time faculty members in a department. In the latter case, the allowed
83 number of faculty will be rounded up if ending in a decimal greater than or equal
84 to X.5 and will be rounded down if ending in a decimal less than 1.5 ~~and~~ Nor will
85 the number of individuals on sabbatical across the entire faculty in a single
86 semester, it may not exceed 107% of the full-time faculty. Assuming faculty have

| 87 applied, at least two sabbatical requests must be approved each academic year.
88

89 14.3 Professional Development Leave. Professional Development Leave (PDL) is designed to
90 provide eligible faculty with opportunities for professional renewal, educational travel,
91 study, formal education, research, faculty development, certification, or other experiences
92 of professional value. Professional Development Leave is not compensated and is not
93 benefited. The University allows full-time faculty who have completed three or more years
94 of full-time service with the University to be eligible for such leave. The eligibility of
95 faculty to receive compensation pursuant to a contract or grant is subject to the terms of
96 the contract or grant. However, in the case of non-full-time status, while supported part-
97 time by a contract or grant, the individuals' benefits will be funded at the fraction of full-
98 time represented by the grant activity. Procedures for application and approval shall be the
99 same as those followed for Sabbatical Leave.

100
101 Under normal circumstances, no more than one (1) employee in a department/unit may be
102 awarded professional development leave at the same time.
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