

EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA

SABBATICAL LEAVE GUIDELINES

The following guidelines are in accordance with the Collective Bargaining Agreement between Association of Pennsylvania State College and University Faculties APSCUF and The Pennsylvania State System of Higher Education (state system), July , 2007 to June 30, 2011, and are subject to review with each new Agreement.

I. Duration and Compensation

According to Article 18, Leaves of Absence, Section A Sabbatical Leaves, Number 1, of the Agreement: "A leave of absence for a period not to exceed eighteen (18) University calendar weeks with full pay in accordance with current scheduling practice, or a leave of absence for a period not to exceed thirty-six (36) University calendar weeks with half pay, in accordance with current scheduling practice, for restoration of health, study, travel, or other appropriate purposes, may be requested by a FACULTY MEMBER and may, at the discretion of the President, be granted to any FACULTY MEMBER of any University who has submitted a request for consideration for a sabbatical leave and who has completed seven (7) or more years of satisfactory service as a FACULTY MEMBER of one (1) or more of the UNIVERSITIES, as specified below. Library FACULTY MEMBERS who were granted ACADEMIC FACULTY rank shall accrue credits

towards sabbatical leave only from the date the ACADEMIC FACULTY rank was granted. Sabbatical leaves granted after March 20, 1997, will be based primarily upon merit. Unused sabbatical leave credit may be considered in the selection process."

If a FACULTY MEMBER has completed at least 14 years of satisfactory service as a FACULTY MEMBER, minus 7 years for each previous semester granted and taken as a sabbatical, the FACULTY MEMBER may apply for two consecutive 18 week, full-pay sabbaticals.

II. Eligibility

Before a faculty member's sabbatical leave commences, that faculty member must have completed at least seven (7) years of service at a State System University, five (5) of which (including the year the application is submitted) must have been completed consecutively at East Stroudsburg University. Each faculty member applying for a sabbatical leave agrees to return to the University for a period of time consistent with the CBA.

III. Number of Sabbatical Leaves

The total number of faculty to be used in calculating the number of sabbatical leaves will be agreed upon annually at the first "Meet and Discuss" meeting of the academic year (September or October).

The President, and the UWSLC in advising the President, will apply the criteria described herein (see **Criteria for Rating Sabbatical Leave Applications**).

If any applicant(s) approved by the UWSLC decline(s) offers of sabbatical leave(s), the highest rated applicant(s) remaining in the pool of approved applicants may, at the discretion of the President, be considered for sabbatical leave(s)

IV. The University-wide Sabbatical Leave Committee (UWSLC)

The University-wide Sabbatical Leave Committee is comprised of one member from each of the teaching Faculties: Arts & Letters, Science, Social Science, Education, Health Sciences, Human Performance, Business and Management, and one member from the non-teaching faculty, for a total of 8 members. Elections are held each April; members serve two-year terms, staggered, so that all are not elected at the same time. Once elected, the UWSLC selects a Chair.

The UWSLC will evaluate each application based on the criteria set forth in this document. The UWSLC will reject applicants who do not meet the criteria or submit inappropriately prepared materials. The UWSLC will approve the other applicants for consideration and will rank them. No later than September 15, the UWSLC will send its findings to the President.

Applicants for sabbatical leaves have the option of appearing before the UWSLC before its findings are sent to the President.

V. Sabbatical Leave Timelines

Completed applications for sabbatical leaves must be received no later than April 15 of the academic year two years before the academic year in which the sabbatical leave is to commence (for all deadlines related to sabbatical leaves, see Table 1, **The Sabbatical Leave Application Process**). The application must be sent to the chairperson of the University-wide Sabbatical Leave Committee (UWSLC) with a copy to the applicant's department chairperson and college dean.

VI. Criteria for Rating Sabbatical Leave Applicants

The UWSLC will assign a score to each applicant, based on the following criteria:

- I. The merit of the proposal (up to 60 points): This score will be based on the degree to which the applicant has shown that the leave will be used in any or all of the following ways:
 - a. To improve understanding of a discipline
 - b. To publish or present research
 - c. To contribute to University programs or services
 - d. To improve teaching skills

- II. Length of service (up to 40 points): This score will be based on the number of years from the date of the applicant's appointment to the

semester and year of the requested sabbatical leave. The statutory minimum of seven (7) years service is equivalent to fourteen (14) points. An additional one (1) point is accrued towards length of service for each additional semester of service beyond seven (7) years, up to a maximum of forty (40) points. When calculating length of service in applications for second or third sabbaticals, faculty will subtract seven (7) years (fourteen points) for each 18-week or summer sabbatical they have received, or seven (7) years (fourteen points) for each 36-week half-pay sabbatical, and (14) years (twenty-eight points) for each 36-week full pay sabbatical received.

Faculty requesting thirty-six (36) week full-pay sabbaticals should support the request by presenting plans for a substantial project or more than one smaller project; the scope of the project(s) should justify the length of the leave. Summer sabbaticals will be granted if the applicant demonstrates a strong rationale for the proposed project or activity is best completed during the summer months.

In addition to the agreed upon number, the President is authorized to award sabbatical leaves for health reasons.

VII. Supporting Materials

Since sabbatical leaves are awarded on a competitive basis, supporting materials for applications should be substantial and carefully prepared.

Applicants should make every effort to 1) provide a detailed description of planned activities, 2) explain how these activities meet the criteria for rating applications (see **Criteria for Rating Sabbatical Leave Applications** above). This

descriptive material should include a timeline, showing anticipated completion of various stages of the project(s); this timeline is especially important when 36-week leaves are being requested, to help justify the length of the leave, and when summer leaves are being requested, to show strong rationale that planned activities can be performed only in summer. If timing is important to any proposed project, so indicate.

The following are suggestions for supporting material. The activities listed below are not mutually exclusive; applicants might propose some combination of these. Moreover, this list is not intended to exhaust the possibilities for appropriate uses of sabbatical leaves.

If the purpose of the sabbatical leave is to do advanced study, explain the choice of the school and the program or degree, list and describe any specific courses that apply especially well to the criteria, and indicate any degree pursued.

If the purpose is to do a collaborative research project, explain the project in detail; relate its objectives to the criteria; and include a letter from a colleague working on the project, describing your involvement.

If the purpose is to do research at a special facility or location, describe the research and the benefits of working at the facility or location, explaining how the research objectives fit the criteria; and describe any arrangements made or to be made to gain access to the facility.

If the purpose is to participate in a teacher exchange or to take a temporary position elsewhere, describe the program and/or position in detail

related to the criteria. A letter from the host institution or employer documenting the applicant's responsibilities might be included.

If the purpose is to write and/or do research for publication or presentation at conferences, describe the text(s) to be written, including the relevance to the criteria; include any partially completed manuscripts, outlines, bibliography of reading for research, and any other prerequisite research; and include any letters of interest or agreements with publishers or conference organizers.

If the purpose is to work on some other sort of creative project, describe it and its relevance to the criteria; include a description of any preliminary work; and include any expressions of interest from appropriate professionals.

If the purpose is to do reading and/or other kinds of research to refresh expertise or gain new areas of expertise, relate the expertise to the criteria, include a bibliography of intended reading, and describe any other research activities.

If the purpose is to travel, submit an itinerary, including descriptions of activities that relate to the criteria.

If the purpose is to restore health (such leaves are to be awarded at the president's sole discretion, as noted in **Number of Sabbatical Leaves**), submit documentation from medical professionals.

VIII. Discussion of Sabbatical Leave Decisions

If the President has a difference of opinion from the USWLC, then, he or she will meet with the UWSLC to discuss this difference. This meeting will occur

sometime between September 15 and October 15, before the president makes his or her selections public.

IX. Notification of Sabbatical Leave Decisions

No later than October 30, the President will inform applicants and their respective Department Chairpersons and Deans about whether or not they have been awarded a sabbatical leave.

X. Sabbatical Leave Reports

Faculty who have received sabbatical leaves will submit written sabbatical leave reports to the President no later than the end of the first semester following the completion of the sabbatical leave, indicating the degree to which each objective was met.

Table I

Sabbatical Leave Application Process

Date	Actor(s)	Action	Recipient of Action
By October 15	"Meet and Discuss", University President	Determines faculty complement and the resulting number of leaves for the following year	
By April <u>15</u>	Sabbatical Leave Applicant	Submits copy of Sabbatical Leave application. Example: Application submitted in April 2013 for sabbatical leave for Fall 2014. → →	University-Wide Sabbatical Leave Committee, copy to department chairperson
By <u>July 1</u>	University-Wide Sabbatical Leave Committee	Forwards copies of applications to → →	University President
By <u>Sept 15</u>	University-Wide Sabbatical Leave Committee	Forwards recommendations and ranked list to → →	University President
September 15 to October 15	University President	Consults, where there are differences of opinion, with →	University-Wide Sabbatical Leave Committee
By October <u>30</u>	University President	Announces final decisions for following year's sabbatical leaves to → →	Applicants, copy to department chairperson & dean