

SOUTHERN UNIVERSITY SYSTEM

SABBATICAL LEAVE POLICIES AND PROCEDURES

SABBATICAL LEAVE POLICY

The Southern University System seeks to benefit from its faculty's efforts to improve and enhance their educational and experiential preparation and to maintain its members' physical and mental fitness. Thus, in accordance with applicable State laws, and to effectively and efficiently achieve its mission, the Southern University System institutions will provide a means by which the faculty and other unclassified employees may apply for and be granted approved leaves of absence, including sabbatical leaves, with or without pay.

Sabbatical leaves may be approved for members of the faculty to pursue educational and research goals, experiential opportunities and improvement, rest and recuperation for a purpose that can be shown to be beneficial to Southern University and to the employee in the position he/she holds, if it is achieved.

All applicants for sabbatical leave must present a plan that set forth a purpose for the leave that will enhance the faculty member's value to Southern University.

Eligibility

Full-time members of the faculty (including administrators and staff with faculty status) shall be **eligible to apply** for sabbatical leaves for the purpose of professional or cultural improvement, study or research, or rest and recuperation, for the two semesters (fifty-two weeks for twelve-month employees) immediately following any six or more consecutive years of active service in the institution where such individual is employed or for the following any three or more consecutive years of such service, provided that absence on approved sick leave shall not be deemed to interrupt the active service herein provided for. A sabbatical leave taken during a summer shall be considered a semester for leave purposes.

At no time during any semester of an academic year shall the number of persons on sabbatical leave in any unit or at any campus of Southern University exceeds five percent of its total faculty.

Campus Policies and Application Procedures

Campus policies and application procedures for sabbatical leaves shall be established by the Chancellor of each campus or his/her designee, with input from the chief academic officer, other appropriate administrators and the faculty, and approved by

the System President before implementation. Such policies and procedures shall include, but not be limited to, application guidelines and forms, filing deadlines, method of selection, including a rating system, process for notification of approval or denial, and grounds for rejection of applications.

Manner in Which Leave May Be Spent

Every person on a sabbatical leave shall spend such leave in a manner calculated to attain the purpose for which the leave was granted.

No person applying for a sabbatical leave for the purpose of study or research will receive outside compensation for such study or research, unless such compensation and such leave are approved in writing in advance by the Chancellor of the employee's institution and the System President.

Reports on Manner of Spending Leave

Each campus must include in its sabbatical leave policies and procedures the method by which every person on sabbatical leave shall report on the manner in which such leave was spent after each leave period is completed. Evidence shall be submitted to the Chancellor or his designee and document that the purpose for which the leave was granted has been achieved. The campus policies and procedures may require an employee of sabbatical leave to submit interim reports during the leave period for evaluation and other purposes.

Penalties for Noncompliance

In accordance with State law, refusal by a faculty member to comply with the provisions of this Procedure may result in the forfeiture of tenure and/or eligibility for increase of salary and promotion in rank until the necessary requirements are met. The University may also require an individual granted paid leave to reimburse all money paid if the purpose for which the paid leave was granted is not achieved.

Compensation While on Leave

Each person granted sabbatical leave shall receive and be paid compensation for the period of leave approved at the rate and according to procedures approved for the campus by the Chancellor, System President and Board. Contributions to the retirement system and other fringe benefits shall be made by the University and the employee, on the basis on the annual salary rate while he/she is on leave as required or agreed. No individual granted paid leave shall receive compensation at a rate greater than his/her University approved salary.

Payment of Compensation to Persons on Leave

Compensation, retirement and other fringe benefits payable to persons on sabbatical leave shall be paid at the times at which salaries and benefits of the other members of the faculty are paid and in the same manner.

Return to Service of Person Granted Sabbatical Leave

Each person granted a sabbatical leave shall sign an agreement or contract with his/her institution stipulating that as a condition of accepting the sabbatical leave, he/she will return to the University for at least one year of further service after the leave is completed. Such signed agreement must be completed in order for the position to be held open until the faculty member returns and/or for the faculty member to be eligible for compensation during the leave.

Other Provisions to be Included

Recommendations

The campus' policies and procedures shall require each person seeking a sabbatical leave to include the recommendation of his/her department chair, dean and/or other immediate supervisors. Such recommendations may be to approve or to deny the leave and shall include the reason(s) therefor.

Evaluation of Applications

An appropriately appointed committee designated by the campus Chancellor or his designee shall evaluate applications. The duties and responsibilities of the Committee will be outlined in the campus' procedures. The procedures shall also provide complete instructions for the submission of applications, evaluation criteria, the deadlines to be observed and other factors that will be considered as part of the evaluation process. The transmission of applications that are recommended to the chief academic officer shall include a statement of the reasons for recommending approval or denial of the application.

Rating System

Each campus' procedures shall state the process for notifying an applicant of the action taken on his/her application. When the campus' chief academic officer, the Chancellor or the System President denies an application, the applicant should be advised that the decision of the official denying the application is final.

Evaluation While on Leave

The campus policies and procedures shall include a provision for a faculty member on sabbatical leave to be included in the annual faculty evaluation.

Campus Requirements

Each campus may impose additional requirements that are to be met by an individual seeking a sabbatical leave as conditions for an application to be approved.

APPROVED: 01/07/00

■ SOUTHERN UNIVERSITY-BATON ROUGE

**SOUTHERN UNIVERSITY-BATON ROUGE
PROPOSED SABBATICAL LEAVE POLICY**

- I. General Policy.** Members of the SUBR faculty with tenure at the time of submitting the application for sabbatical leave, and the rank of assistant professor or above, may be granted sabbatical leave after six complete academic years of continuous service at SUBR (continuous service shall not include leaves of more than two months). Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (which is appointed by the Vice Chancellor for Academic Affairs) and upon approval by the Vice Chancellor for Academic Affairs and the Chancellor. Recommendations will be forwarded to the President of the Southern University System and the Southern University Board of Supervisors, as appropriate. At no time during any semester of an academic year shall the number of persons on sabbatical leave exceed five percent of the total faculty in any academic unit or the University.
- II. Purpose.** The primary purpose of a sabbatical leave is to enhance the faculty member's value to SUBR. Specifically, a sabbatical leave is to be used for one or more of the following purposes:
- A. Research, scholarship, creative work and/or study intended to result in publication, exhibition, presentation, innovation or invention.
 - B. Refresher courses or a program of study, work, or travel designed to keep the faculty member abreast of the latest developments in his or her area of specialization.
 - C. Work toward an advanced degree.
- III. Period of Leave and Salary.** A sabbatical leave may be granted for the following periods and salary levels, depending on whether a nine- or twelve-month appointment is held by the faculty member or administrator with faculty status:
- A. one semester at full pay (9-month appointees)
 - B. six months at full pay (12-month appointees)
 - C. an academic year at half pay (9-month appointees)
 - D. twelve months at half pay (12-month appointees)

Normally, sabbatical leaves will be taken over a period of consecutive months. When it is in the best interest of the University as determined by the Chancellor, the period of the sabbatical leave may be split such that is from beginning to end must be completed within 18 months and cannot extend beyond the total approved time period.

- IV. Additional Compensation.** Faculty members granted sabbatical leaves may be permitted to receive additional compensation for study and research if written approval for such compensation is granted by the Chancellor of SUBR. The following conditions apply:
- A. Sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided the total compensation does not exceed the regular full-time salary rate as apportioned for the period of the leave, and provided that activities resulting from additional compensation are not in conflict with the purposes for which the sabbatical leave was granted.
 - B. Normal consulting arrangements may be continued provided they do not conflict with the purpose and spirit of the sabbatical leave program and comply with SUBR's policies governing outside employment.
 - C. Grants or stipend adjustments to defray relocation cost reimbursements, cost-of-living allowances, and/or research expenses may be accepted, provided such reimbursements, allowances, and/or expenses are not for personal compensation.
 - D. Faculty members are encouraged to seek external funds (i.e., as from the host institution) to cover part or all of the cost of their salary and benefits during the sabbatical leave. While the acquisition of such funding is not part of the evaluation process, it clearly could lead to the granting of leaves that may not otherwise be possible because of fiscal constraints.
- V. Fringe Benefits.** The University will continue its contributions to health plans based upon existing coverage. The retirement contributions will be paid by the employee and employer upon completion of the leave providing the faculty member chooses to contribute. Appropriate leave shall accrue during the period of sabbatical leave if the leave is with pay, however, it shall not be vested until the leave ends and the faculty member returns to SUBR. If disability occurs during a sabbatical leave with full or part pay, the leave will terminate the day prior to the day upon which disability begins and sick leave benefits will start in accordance with personnel policies.
- VI. Residence.** Faculty members on sabbatical leave are expected to choose a residence in a location which is appropriate to achieving the purposes of the sabbatical leave as described in *Section II. Purpose*.
- VII. Other Conditions.** The decision as to the acceptability of a sabbatical leave application will not be based on whether additional compensation may be

received, but rather on the probability that the faculty member will enhance his or her value to SUBR. A sabbatical leave for teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the applicant's income. The benefit to SUBR shall be foremost in the consideration leading to approval of the leave.

VIII. Annual Faculty Evaluation by Chairperson. Faculty members on sabbatical leave will be included in the annual University evaluation process. The performance evaluation by the faculty member's chairperson shall reflect the faculty member's achievement of the stated purpose and goals while on sabbatical leave.

IX. Obligation of Faculty Members. Any faculty member taking sabbatical leave has the following obligations.

- A. Sign an agreement or contract with the University stipulating that as a condition of the sabbatical leave, the faculty member will return to the active service of SUBR for at least one year after completion of the leave. The signed agreement or contract is required for a faculty member's position to be held open for his/her return. Failure to return to the University for the requisite period will require repayment of all monies received from SUBR, the sum of which will be deducted from the faculty member's terminal pay, last payroll check and/or through other legal means.
- B. Within six weeks after returning, submit to the departmental chairperson an original and four (4) copies of a complete report of his or her activities while on leave. The report should provide evidence that the purpose for which the leave was granted has been achieved. The copies shall be distributed to the Dean, Vice Chancellor for Academic Affairs, Chancellor and the chairperson of the SLEC.

X. Application for Leave. Six copies of an application shall be submitted to the SLEC, along with recommendations from the departmental chairperson and the dean. The SLEC evaluates the application in accordance with *Sections X, XI and XII*. The application should present the benefits to be derived from the proposed leave by the applicant and SUBR clearly and convincingly, and should be prepared with the care and thoroughness of a paper submitted for publication. The application should consist of the following:

- A. Cover Page. Include a title indicative of the proposed sabbatical activity, the period of requested leave, name and rank of the applicant, and signatures of the administrators attesting to their receipt and review of the application. Administrators may attach

pertinent comments.

- B. Abstract. Maximum length: 250 words.
- C. Description of Proposed Sabbatical. Major headings should include: a detailed statement of what the applicant plans to do while on sabbatical leave; the objectives and significance of the proposed activities; the value of these activities to the applicant's SUBR obligations; the feasibility and methods of accomplishing the objectives; and the applicant's qualifications that are pertinent to the proposed activities. This section should consist of not more than five single-spaced typewritten pages.
- D. A Curriculum Vitae (not more than 10 pages).
- E. Appendix. Include supportive documentation such as evaluation of the application by the departmental chairpersons, dean and any other appropriate administrators; letters of acceptance from persons at the institution or in industry with whom the applicant plans to work or study and itinerary.

XI. Rating System. The application will be rated by the SLEC according to the following system:

- A. Merit and feasibility of the proposal relative to the accomplishment of SUBR's instructional, research, and service mission and/or that of its units - 60 percent.
- B. Applicant's record of and/or potential for engaging in research, teaching, service and/or other pertinent activity at SUBR - 30 percent.
- C. Length of service to SUBR - up to 10 percent.
Each year of service, counting from the faculty member's initial appointment or from his or her most recent sabbatical leave, whichever is later, is assigned a weight of one point, limited to a maximum of 10.

The committee will rate the applications according to the provisions herein and will make recommendations to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will approve or deny recommendations and forward approved applications for action by the Chancellor. The Chancellor's decision is final and there is no right of appeal. Applications approved by the Chancellor will be forwarded to the President of the System and the Board of Supervisors, as appropriate.

XII. Deadlines. To give sufficient time for planning of sabbatical leaves, applications must be submitted according to the following schedule:

March 15 for the Spring Semester of the next academic year (this period of application may be canceled if no funds are remaining after the awards are made in #1 above).

The SLEC shall meet in November of each year to consider applications received by October 15 for the academic year beginning the following August and in April for applications received by March 15 for the following Spring Semester. The SLEC's recommendations will be transmitted to the Vice Chancellor for Academic Affairs by the last day of the Fall and Spring semesters, respectively.

XIII. Criteria Used in Evaluating Sabbatical Leave Applications. Evaluation of the sabbatical leave application will include the following:

- A. **Preparation and Documentation.** Organization, thoroughness, specificity, and feasibility of the proposed activity; current status of project identified in the sabbatical leave application; letters of appointment and acceptance; other documents supportive of the proposal, and the applicant's plans for travel, if that is an integral feature of the proposal.
- B. **Benefits to SUBR and to the Applicant.** Contribution to applicant's knowledge and understanding; contribution to teaching or other assigned duties at SUBR; publications or other scholarly works expected to result from the project; enhancement of the applicant's professional status; recognition for SUBR and contribution to special projects or to SUBR programs.
- C. **Applicant's Record of or Potential for Research or Pertinent Activity at SUBR.** Publications; performances; grants; postdoctoral fellowships; leaves; participation in relevant professional organizations; record of achievement on previous grants and leaves; evaluation by departmental chairperson or dean; evidence of excellence in teaching, service, or other evidence of contribution to the University.

XIV. Changes in Sabbatical Leave. If a faculty member must change the purpose, place or time of the sabbatical leave, he or she must submit a written request, with recommendations from the dean and departmental chairperson, to the SLEC for approval. This request must state the rationale for the changes and document how the sabbatical leave plan will reflect these changes. Sabbatical leave plan changes recommended by the SLEC shall be sent to the Vice Chancellor for Academic Affairs for approval.

APPROVED: 01/07/00

■ SOUTHERN UNIVERSITY AT SHREVEPORT

SOUTHERN UNIVERSITY SYSTEM

SABBATICAL LEAVE POLICIES AND PROCEDURES

SABBATICAL LEAVE POLICY

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the System President before implementation. Such policies and procedures shall include, but not be limited to, application guidelines and forms, filing deadlines, method of selection, including a rating system, process for notification of approval or denial, and grounds for rejection of applications.

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Each campus must include in its sabbatical leave policies and procedures the method by which every person on sabbatical leave shall report on the manner in which such leave was spent after each leave period is completed. Evidence shall be submitted to the Chancellor or his designee and document that the purpose for which the leave was granted has been achieved. The campus policies and procedures may require an employee of sabbatical leave to submit interim reports during the leave period for evaluation and other purposes.

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In accordance with State law, refusal by a faculty member to comply with the provisions of this Procedure may result in the forfeiture of tenure and/or eligibility for increase of salary and promotion in rank until the necessary requirements are met. The University may also require an individual granted paid leave to reimburse all money paid if the purpose for which the paid leave was granted is not achieved.

Compensation While on Leave

Each person granted sabbatical leave shall receive and be paid compensation for the period of leave approved at the rate and according to procedures approved for the campus by the Chancellor, System President and Board. Contributions to the retirement system and other fringe benefits shall be made by the University and the employee, on the basis on the annual salary rate while he/she is on leave as required or agreed. No individual granted paid leave shall receive compensation at a rate greater than his/her University approved salary.

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Compensation, retirement and other fringe benefits payable to persons on sabbatical leave shall be paid at the times at which salaries and benefits of the other members of the faculty are paid and in the same manner.

Return to Service of Person Granted Sabbatical Leave

Each person granted a sabbatical leave shall sign an agreement or contract with his/her institution stipulating that as a condition of accepting the sabbatical leave, he/she will return to the University for at least one year of further service after the leave is completed. Such signed agreement must be completed in order for the position to be held open until the faculty member returns and/or for the faculty member to be eligible for compensation during the leave.

Other Provisions to be Included

Recommendations

The campus' policies and procedures shall require each person seeking a sabbatical leave to include the recommendation of his/her department chair, dean and/or other immediate supervisors. Such recommendations may be to approve or to deny the leave and shall include the reason(s) therefor.

Evaluation of Applications

An appropriately appointed committee designated by the campus Chancellor or his designee shall evaluate applications. The duties and responsibilities of the Committee will be outlined in the campus' procedures. The procedures shall also provide complete instructions for the submission of applications, evaluation criteria, the deadlines to be observed and other factors that will be considered as part of the evaluation process. The transmission of applications that are recommended to the chief academic officer shall include a statement of the reasons for recommending approval or denial of the application.

Rating System

Each campus' procedures shall state the process for notifying an applicant of the action taken on his/her application. When the campus' chief academic officer, the Chancellor or the System President denies an application, the applicant should be advised that the decision of the official denying the application is final.

Evaluation While on Leave

The campus policies and procedures shall include a provision for a faculty member on sabbatical leave to be included in the annual faculty evaluation.

Campus Requirements

Each campus may impose additional requirements that are to be met by an individual seeking a sabbatical leave as conditions for an application to be approved.

**IMPLEMENTATION PLAN FOR THE
SABBATICAL LEAVE POLICY
AT SOUTHERN UNIVERSITY AT SHREVEPORT**

Sabbatical Leave Evaluation Committee (SLEC) 2000-2002

Professor Willie Burton, Committee Chairman

Dr. Barry Hester

Mrs. Rosalyn Holt

Mrs. Gwendolyn Lewis

Mr. George Lewis, III

Mr. Haywood Joiner

Mrs. June Phillips

- I. General Policy.** Full-time members of the faculty with the rank of Assistant Professor or above may be granted sabbatical leave after six or more years of continuous service at this institution. Continuous service shall not include leaves of more than two months. Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (which is appointed by the Vice Chancellor for Academic Affairs) and upon approval by the Vice Chancellor for Academic Affairs and the Chancellor. Recommendations will be forwarded to the President of the Southern University System and the Southern University Board of Supervisors, as appropriate. At no time during any semester of an academic year shall the number of persons on sabbatical leave exceed five percent of the total faculty in any academic unit or the University.
- II. Purpose.** The primary purpose of a sabbatical leave is to enhance the faculty member's value to this institution. Specifically, a sabbatical leave is to be used for one or more of the following purposes.
- A. Research, scholarship, creative work and/or study intended to result in publication, exhibition, presentation, innovation or invention.
 - B. Refresher courses or a program of study, work, or travel designed to keep the faculty member abreast of the latest developments in his or her area of specialization.
 - C. Work toward an advanced degree.
- III. Period of Leave and Salary.** A sabbatical leave may be granted for the following periods and salary levels, depending on whether a nine- or twelve-month appointment is held by the faculty member or administrator with faculty status:
- A. One semester at full pay (9-month appointees)
 - B. Six months at full pay (12-month appointees)

- C. An academic year at three quarter (75%) pay (9-month appointees)
- D. Twelve months at half pay (50%) (12-month appointees)

Normally, sabbatical leaves will be taken over a period of consecutive months. When it is in the best interest of the University as determined by the Chancellor, the period of sabbatical leave may be split such that from beginning to end must be completed within 18 months and cannot extend beyond the total approved time period.

IV. Additional Compensation. Faculty members granted sabbatical leaves may be permitted to receive additional compensation for study and research if written approval for such compensation is granted by the Chancellor at this institution. The following conditions apply:

- A. Sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided the total compensation does not exceed the regular full-time salary rate as apportioned for the period of the leave and provided that activities resulting from additional compensation are not in conflict with the purposes for which the sabbatical leave was granted.
- B. Normal consulting arrangements may be continued provided they do not conflict with the purpose and spirit of the sabbatical leave program and comply with this institution's policies governing outside employment.
- C. Grants or stipend adjustments to defray relocation costs reimbursements, cost-of-living allowances, and/or research expenses may be accepted, provided such reimbursements, allowances, and/or expenses are not for personal compensation.
- D. Faculty members are encouraged to seek external funds (i.e., as from the host institution) to cover part or all of the cost of their salary and benefits during the sabbatical leave. While the acquisition of such funding is not part of the evaluation process, it clearly could lead to the granting of leaves that may not otherwise be possible because of fiscal constraints.

V. Fringe Benefits. The University will continue its contributions to health plans based upon existing coverage. The retirement contributions will be paid by the employee and employer upon completion of the leave providing the faculty member chooses to contribute. Appropriate leave shall accrue during the period of sabbatical leave if the leave is with pay; however, it shall not be vested until the leave ends and the faculty member returns to this institution. If disability occurs during a sabbatical leave with full or part pay,

the leave will terminate the day prior to the day upon which disability begins and sick leave benefits will start in accordance with personnel policies.

- VI. Residence.** Faculty members on sabbatical leave are expected to choose a residence in a location which is appropriate to achieving the purposes of the sabbatical leave as described in *Section II - Purpose*.
- VII. Other Conditions.** The decision as to the acceptability of a sabbatical leave application will not be based on whether additional compensation may be received, but rather on the probability that the faculty member will enhance his or her value to this institution. A sabbatical leave for teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the applicant's income. The benefit to this institution shall be foremost in the consideration leading to approval of the leave.
- VIII. Annual Faculty Evaluation by Chairpersons.** Faculty members on sabbatical leave will be included in the annual University evaluation process. The performance evaluation by the faculty member's chairperson shall reflect the faculty member's achievement of the stated purpose and goals while on sabbatical leave.
- IX. Obligations of Faculty Members.** Any faculty member taking sabbatical leave has the following obligations:
 - A. Sign an agreement or contract with the University stipulating that as a condition of the sabbatical leave, the faculty member will return to the active service of this University for at least one year after completion of the leave. The signed agreement or contract is required for a faculty member's position to be held open for his/her return. Failure to return to the University for the requisite period will require payment of all monies received from this institution, the sum of which will be deducted from the faculty member's terminal pay, last payroll check and/or through other legal means.
 - B. Within six weeks after returning, submit to the departmental chairperson an original and four (4) copies of a complete report of his or her activities while on leave. The report should provide evidence that the purpose for which the leave was granted has been achieved. The copies shall be distributed to the Division Chairperson, Vice Chancellor for Academic Affairs, Chancellor and the Chairperson of the SLEC.

X. Application for Leave. Six copies of an application shall be submitted to the SLEC, along with recommendations from the departmental chairperson and the division chairperson. The SLEC evaluates the application in accordance with *Section X, and XI and XII*. The application should present the benefits to be derived from the proposed leave by the applicant and this institution clearly and convincingly, and should be prepared with the care and thoroughness of paper submitted for publication. The application should consist of the following:

- A. *Cover Page.* Include a title indicative of the proposed sabbatical activity, the period of requested leave, name and rank of the applicant, and signatures of the administrators attesting to their receipt and review of the application. Administrators may attach pertinent comments.
- B. *Abstract.* Maximum length: 250 words.
- C. *Description of Proposed Sabbatical.* Major headings should include: a detailed statement of what the applicant plans to do while on sabbatical leave; the objectives and significance of the proposed activities; the value of these activities to the applicant's obligations; the feasibility and methods of accomplishing the objectives; and the applicant's qualifications that are pertinent to the proposed activities. This section should consist of not more than five single-spaced typewritten pages.
- D. *A Curriculum Vitae (not more than 10 pages).*
- E. *Appendix.* Include supportive documentation such as evaluation of the application by the departmental chairperson, division chairperson and any other appropriate administrators; letters of acceptance from persons at the institution or in industry with whom the applicant plans to work or study and an itinerary.

XI. Rating System. The application will be rated by the SLEC according to the following system:

- A. Merit and feasibility of the proposal relative to the accomplishment of the institution's instructional, research, and service mission and/or that of its units - 60%.
- B. Applicant's record of and/or potential for engaging in research, teaching, service and/or pertinent activity at this institution - 30%.
- C. Length of service to this institution - up to 10%.

Each year of service, counting from the faculty member's initial appointment or from his or her most recent sabbatical leave, whichever is later, is assigned a weight of one point, limit to a maximum of 10.

The committee will rate the applications according to the provisions herein and will make recommendations to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will approve or deny recommendations and forward approved applications for action by the Chancellor. The Chancellor's decision is final and there is no right of appeal. Applications approved by the Chancellor will be forwarded to the President of the System and the Board of Supervisors, as appropriate.

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March 15 for the Spring semester of the next academic year (this period of application may be canceled if no funds are remaining after the awards are made in #1 above).

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XIII. Criteria Used in Evaluating Sabbatical Leave Applications. Evaluation of the sabbatical leave application will include the following:

- A. *Preparation and Documentation.* Organization, thoroughness, specificity, and feasibility of the proposed activity; current status of project identified in the sabbatical leave application; letters of appointment and acceptance; other documents supportive of the proposal, and the applicant's plans for travel, if that is an integral feature of the proposal.
- B. *Benefits to this University and to the Applicant.* Contribution to applicant's knowledge and understanding; contribution to teaching or other assigned duties at this institution; publications or other scholarly works expected to result from the project; enhancement of the applicant's professional status; recognition for this institution and contribution to special projects or to this institution's programs.

- C. *Applicant's Record of or Potential for Research or Pertinent Activity at this Institution.* Publications; performances; grants; postdoctoral fellowships; leaves; participation in relevant professional organizations; record of achievement on previous grants and leaves; evaluation by departmental chairperson or division chairperson; evidence of excellence in teaching, service, or other evidence of contribution to the University.

XIV. Changes in Sabbatical Leave. If a faculty member must change the purpose, place or time of the sabbatical leave, he or she must submit a written request, with recommendations from the division chairperson and departmental chairperson, to the SLEC for approval. This request must state the rationale for the changes and document how the sabbatical leave plan will reflect these changes. Sabbatical leave plan changes recommended by the SLEC shall be sent to the Vice Chancellor for Academic Affairs for approval.

APPROVED: 01/11/02