

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**  
**POLICY NO: 1375**

**SABBATICAL LEAVE POLICY**

Every effort has been made to ensure compliance between this policy and the current Unit 3 (Faculty) Collective Bargaining Agreement. However, this policy should not be considered as a substitute for Article 27 or any other part of the agreement that affects Faculty Sabbatical Leave.

**1.0 General Provisions**

- a. Sabbatical leaves shall be for the purposes that provide a benefit to Cal Poly Pomona, such as research, scholarly and creative activity, instructional improvement, faculty retraining, and professional development of faculty members as teachers and scholars.
- b. Sabbatical Leaves may be granted for one quarter in length with full pay, two quarters at 75% pay or three quarters at 50% pay.
- c. Subject to provisions 3.0e through 3.0g of this policy, all applications for sabbatical leave for three quarters in length shall be approved.
- d. In each academic year, the minimum number of sabbatical leaves granted for leaves of one or two quarter in length shall be 12% of the number of faculty eligible to apply, except as noted in 3.0j.of this policy.
- e. Sabbatical leaves of two or three quarters in length may be implemented within two consecutive academic years subject to the recommendations by the Department Chair in consultation with the Faculty, the Professional Leave Committee, the Provost, and the approval of the President.
- f. Recipient of a sabbatical leave shall not accept additional and/or outside employment during the leave period without prior approval by the Provost.
- g. Faculty on a sabbatical leave shall be excused from all other responsibilities during the period of the leave.
- h. Faculty on a sabbatical leave shall not be eligible to serve on any peer review committee during the period of the leave without prior approval by the Provost.
- i. A recipient of a sabbatical leave may alter the leave proposal before the leave has began or during the leave, subject to submission of an amended written proposal and positive recommendations from the Department Chair in

consultation with the Faculty, the Professional Leave Committee, and approval of the Provost.

- j. If a faculty member declines to accept an approved sabbatical leave, the Provost shall consider any leave applications which were not approved and ensure that provision 1.d of this policy is met.
- k. Recipients of sabbatical leaves shall be considered in work status and shall receive health, dental and appropriate fringe benefits by the CSU. These individuals shall also be entitled to accrue sick leave, vacation, and service credit toward service salary increase eligibility, eligibility toward promotion, if applicable, and seniority.
- l. A faculty member shall render service to the California State University upon return from a sabbatical leave at the rate of one quarter of service for each quarter of leave.
- m. If a faculty unit employee occupies a split position with both academic year and 12-month components, the higher appointment time base will normally be used to establish whether the faculty unit employee is placed into an academic year position or a 12-month position for the duration of the sabbatical. Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee whose majority appointment is on a 12-month basis may be assigned to an academic year position for the duration of the sabbatical. (CBA 27.14).
- n. The start date of the sabbatical for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term (CBA 27.12).

## **2.0 Eligibility**

- a. A full time faculty member shall be eligible for a sabbatical leave if he/she has served full-time for six (6) years at Cal Poly Pomona in the preceding seven (7) years prior to the leave and at least six (6) years after any previous sabbatical or difference in pay leaves. Credits granted toward the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical.
- b. Tenure is not a requirement for sabbatical leave and therefore full-time lecturers and probationary faculty meeting the eligibility requirements may also apply.

- c. Participants in Pre-Retirement Reduction in Time Base (PRTB) Program and in Faculty Early Retirement Program (FERP) are not eligible for sabbatical leave.

### **3.0 Application and Review Process**

- a. No later than beginning of the fifth week of the spring quarter, the Associate Vice President of Academic Planning, Policy and Faculty Affairs shall:
  - 1. Identify and inform in writing all faculty members eligible to apply for a sabbatical leave in the next academic year.
  - 2. Establish the official University schedule for the sabbatical leave application and review process. Inform all faculty members eligible to apply for a sabbatical leave through campus e-mail.
  - 3. Provide a copy of this policy to all faculty members eligible to apply for a sabbatical leave through campus e-mail.
  - 4. Make available copies of successful applications from the previous three years and inform faculty members eligible to apply for sabbatical leave of the availability and process for accessing these applications.
- b. Eligible persons desiring a sabbatical leave shall submit an application in accordance with the established schedule.
- c. All applications shall be submitted on the official University form (Appendix 26A) through campus e-mail.
- d. The completed application shall be e-mailed to the faculty member's Department Chair/Unit Director in accordance with the established University schedule.
- e. The Department Chair/Unit Director in consultation with the Faculty shall complete the Department Chair/Unit Director's Statement form in Appendix 26A regarding the possible effect on the curriculum and/or the operation of the department/unit should the employee be granted a sabbatical. The Department Chair/Unit Director shall forward the application packages to the Dean/Director's Office through campus email in accordance with the established university schedule.
- f. The Dean/Director shall evaluate all college applications using the Dean/Director evaluation form in Appendix 26A. Dean/Director evaluations and recommendations shall be forwarded to the University Professional

Leave Committee via the Associate Vice President (AVP) for Academic Planning, Policy and Faculty Affairs.

- g. The University Professional Leave Committee shall review all sabbatical applications under provisions of section 4.0 of this policy and submit a recommendation to the Provost in writing. The written recommendation shall include reasons for approval or denial.
- h. The Provost shall make a recommendation to the President regarding the sabbatical leave application, after considering the recommendations pursuant to 3.0f and 3.0g of this policy and consideration of other campus program needs and campus budget implications.
- i. The President shall make a final determination regarding the sabbatical leave and conditions of such an approved leave pursuant to provisions 3.0 f, 3.0g, and 3.0h of this policy. The President shall respond in writing to the applicants and such response shall include the reasons for approval or denial. The reasons for denial shall address the merits of the application under the evaluation criteria in section 4.0 of this policy. If a sabbatical leave is granted the response shall include any conditions of such a leave. A copy of the President's response shall be forwarded to the faculty member's Department and the University Professional Leave Committee.
- j. If a sabbatical leave is denied based on factors other than the merit of the proposal, and such denial results in fewer sabbaticals being awarded than the 12% of eligible faculty, upon request of the faculty member, the sabbatical leave shall be deferred until the following academic year. If the underlying conditions supporting the proposal remain in effect, these applications shall be granted in the following year. Sabbaticals deferred shall be counted in the year they are taken. If a sabbatical leave was denied in the immediate year prior due to the factors identified as having a possible effect on the curriculum and/or the operation of the department/unit, should the employee be granted a sabbatical (3(e) above), an application for a sabbatical submitted for the following academic year shall not be denied based on these factors. (CBA 27.8)

#### **4.0 Evaluation of Applications**

- a. The AVP for Academic Planning, Policy, and Faculty Affairs will provide the Professional Leave Committee with the evaluation materials used by the committee in previous years. The Professional Leave Committee shall develop appropriate evaluation standards and methodology for assessing the quality applications. The standards shall as a minimum include the dimensions of appropriateness, benefits, and feasibility of each proposal. The committee shall rank the applications based on the evaluation criteria.

- b. The Professional Leave Committee shall develop an appropriate timeline for evaluating all applications consistent with the official university schedule.
- c. Evaluation Criteria
  - 1. Appropriateness. Appropriate sabbatical leave may include the following projects. The list implies no order of importance.
    - I. Studies leading to increased mastery of the applicant's own field.
    - II. Studies leading to the development of new areas of specialization.
    - III. Studies leading to significant improvements in curricula.
    - IV. Studies leading to a command of advanced methods of teaching.
    - V. The pursuit of a scholarly research or creative project of a scope or nature not feasible through a normal workload assignment.
    - VI. The pursuit of a professional goal that requires extensive travel.
  - 2. Benefits. Sabbatical leave activities shall demonstrate clear promise of producing results beneficial to one or more of the following: the University, the faculty member's professional development as a teacher and scholar, the faculty discipline, and students.
  - 3. Feasibility. The sabbatical leave proposals shall:
    - I. Clearly define and articulate the project objectives.
    - II. Include a well-defined project plan that describes the project activities illustrating, when needed, preliminary arrangements, contacts, prior research, etc.
    - III. Include an appropriate timeline indicating that the proposed project cannot be accomplished in less than the leave time and can be completed in the time requested.

## **5.0 Professional Leave Committee**

- a. The University Professional Leave Committee shall be composed of one representative from each of the academic colleges, library, and Counseling and Psychological Services. Election to the committee shall be for a term of two years with approximately half of the committee elected each year.
- b. The Provost shall designate a representative from Academic Affairs to participate as an ex-officio non-voting member.
- c. Those eligible for election to the University Professional Leave Committee are tenured faculty unit employees who have taken sabbatical leaves in the last three years. Eligible faculty unit employees may nominate themselves or may be nominated by any other faculty unit employee. If a constituency area were not to have candidates who are eligible for election, other candidates

from the same constituency area who are tenured faculty unit employees may be nominated. However, a faculty member applying for the sabbatical leave shall not be eligible to serve on the University Professional Leave Committee.

- d. The election of the University Professional Leave Committee shall be conducted during spring quarter of each academic year with the newly elected members assuming their responsibilities in the fall quarter of the next academic year. The nominees with the second highest vote shall become the alternate and will replace the committee member from that constituency should resignation occur. Those eligible to vote are probationary and tenured faculty, librarians, and counselors of the respective constituency.
- e. The chair of the University Professional Leave Committee shall be elected by the majority vote of the members of the committee.

## **6.0 Acceptance of Sabbatical Leave and Indemnification of the State**

- a. Faculty granted a professional leave with pay shall submit a formal acceptance on the official University form (Appendix 26B).
- b. Final approval of a sabbatical leave shall not be granted until the applicant has filled a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following the return of the employee from sabbatical leave. The guarantee posted shall immediately be cancelled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.

## **7.0 Post Sabbatical Report**

- a. Each recipient of a sabbatical leave, within ten (10) weeks of the completion of a sabbatical leave shall submit to the Provost and the University Professional Leave Committee a written report of the leave. The report shall be placed in the Personnel Action File (PAF) of the recipient.
- b. The report shall as a minimum include:
  1. The accomplishments of the leave in relation to the original proposed goals.
  2. Original proposed goals that were not accomplished and the reason why.
  3. Any Deviations from the original goals and the circumstances that necessitated it.
  4. Anticipated outcomes of the leave activities in near future, if appropriate.