



**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. GENERAL PROVISIONS

- a. Sabbatical leaves shall be for purposes that provide a benefit to the CSU or 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 semester in length with full pay, or two semesters at 50% pay.
- c. Subject to provisions 3.0e through 3.0g of this policy, all applications for sabbatical leave for two semesters in length shall be approved (CBA 27.10b).
- d. It is the intent of this Policy that faculty unit employees eligible for sabbatical leave who meet the conditions of this Policy receive their sabbatical leave, subject to provision 3.0.i (and CBA 27.10). In each academic year, the minimum number of fully-funded semester-long sabbatical leaves shall be 12% of the number of faculty eligible to apply, except as noted in 3.0.j of this policy.
- e. Sabbatical leaves of two semesters 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 begun or during the leave, subject to submission of an amended written proposal and positive recommendations from the Department Chair (in consultation with the Faculty member), and 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 term of service for each term 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. ELIGIBILITY

- a. A full-time faculty member shall be eligible for a sabbatical leave if they have 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. APPLICATION AND REVIEW PROCESS

- a. No later than the beginning of the third week of the spring semester, the Associate Vice President (AVP) for 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. The application shall include a statement of the purpose of the sabbatical, a description of the proposed project, the CSU resources, if any, necessary to carry it out, and a statement of the time requested, which shall not exceed (1) year. (CBA 27.3)
- c.** All applications shall be completed using the official University form (Policy 1376) and shall be submitted to the Office of Faculty Affairs using the mode of submission announced by the Office of Faculty Affairs, in accordance with the University schedule.
- d.** The completed application shall also 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 Policy 1376 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 Policy 1376. Dean/Director evaluations and recommendations shall be forwarded to the University Professional Leave Committee via the AVP for 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 as well as a suggested order for the funding of proposals. The review shall consider questions related to the quality of the proposed sabbatical project. (CBA 27.5)
- h.** The Provost shall make a recommendation to the President regarding the funding of sabbatical leaves based on recommendations pursuant to 3.0e, 3.0f, and 3.0g of this policy and in consideration of other campus program needs and budgetary implications.
- i.** The President shall make a final determination regarding the sabbatical leave and conditions of such an approved leave pursuant to provisions 3.0f, 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. If the reason for denial is due to a proposal not meeting the criteria stated in section 4.0 of this policy, specific feedback will be provided regarding the aspects of the proposal that did not satisfy the criteria. Reasons for denial of proposals that satisfy the stated criteria (i.e., proposals deemed meritorious) shall address reasons pursuant to 1.0.d or 3.0.e 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 (3.0e above), an application for a sabbatical submitted for the following academic year shall not be denied based on these factors. (CBA 27.8)

4. EVALUATION OF APPLICATIONS

- a. The AVP for Faculty Affairs will provide the Professional Leave Committee with the evaluation materials used by the committee in previous years. The Professional Leave Committee shall assess the quality of the proposed sabbatical projects by determining whether applications meet the criteria stated in 4.0d. (Proposals that satisfy the criteria stated in 4.0d will be categorized as “meritorious” and deserving of sabbatical leave funding. Proposals that fail to satisfy the criteria stated in 4.0d will be categorized as “not meritorious.”)
- b. The Professional Leave Committee shall recommend to the Provost that proposals that satisfy the criteria stated in 4.0d, and thereby judged to be meritorious in quality, be approved for sabbatical. This recommendation will also include a suggested funding order for proposals, to be used only in the event of insufficient funding for sabbaticals. Applicants who have secured external funding for proposal-related travel will be given priority. Subsequent ordering will be based on years of accrued service since applicants’ last fully funded term-long sabbatical leave, or, for applicants who have never taken a term-long sabbatical leave, years of accrued service since time of initial appointment. Ties between applicants who have equal years of service since last fully-funded term-long sabbatical shall be broken by total years of service at CPP, with the higher ranking going to the applicant with more total years of service. If a tie between applicants remains it will be broken by lot. No other rankings shall be produced. The Professional Leave Committee will forward this ordering to the Provost with the recommendation that if there are insufficient funds for all meritorious proposals that sabbaticals be funded in the order established by this policy.
- c. The Professional Leave Committee shall develop an appropriate timeline for evaluating all applications consistent with the official university schedule.
- d. Evaluation Criteria: Pursuant to 1.0 of this policy (and 27.1 of the CBA), sabbatical leaves shall be for purposes that provide a benefit to the CSU or 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. The quality of sabbatical leave project proposals shall therefore be assessed according to the following criteria both of which must be satisfied for a proposal to be categorized as meritorious:
 - 1. Benefit. Sabbatical leave activities shall demonstrate a clear promise of benefit to one or more of the following: the CSU, the University, the faculty member’s professional development as a teacher or scholar, the faculty member’s field or discipline, and students. Meritorious proposals shall clearly articulate this benefit.
 - 2. Feasibility. To qualify as meritorious, sabbatical leave proposals shall also articulate a clear plan for meeting sabbatical leave objectives. Proposals shall be judged “feasible” if and only if they:
 - I. Clearly articulate the objectives of the sabbatical leave; .
 - II. Describe the activities involved in achieving the stated sabbatical leave objectives, illustrating, when needed, preliminary arrangements, contacts, prior research, etc.

Include a timeline indicating and explaining estimated progress towards, and achievement of, sabbatical leave objectives.

5. 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 semester of each academic year with the newly elected members assuming their responsibilities in the fall semester 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. ACCEPTANCE OF SABBATICAL LEAVE AND INDEMNIFICATION OF THE STATE

- a. Faculty granted a professional leave with pay shall submit a formal acceptance, using the official University form (Policy 1384).
- 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. POST SABBATICAL REPORT

- a. Each recipient of a sabbatical leave, within fifteen (15) 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.
- b. The report shall be placed in the Personnel Action File (PAF) of the recipient. The report, at a minimum, shall discuss the following:
 - 1. the accomplishments of the leave in relation to the original proposed objectives;
 - 2. the original proposed objectives that were not accomplished and the reason why;
 - 3. any deviation from the original objectives and the reason for this deviation;
 - 4. any anticipated outcomes of the leave activities in near future, if appropriate.

