

12-20-1976

Interim Policy on Sabbatical Leaves

The College at Brockport, College Senate

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Resolut

Routing #10 76-77

Resolution #10
1976-1977

Interim Policy on
Sabbatical Leaves

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on December 20, 1976

(Date)

RE: x I. Formal Resolution (Act of Determination)
 II. Recommendation (Urging the fitness of)
 III. Other (Notice, Request, Report, etc.)

SUBJECT: **Interim Policy on Sabbatical Leaves**

(see attached)

*Approved for one year
admin Council mtg 2/24/77*

Signed

Date Sent 10/22/76

(For the Senate)
Martilu Puthoff, President, Fac. Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date _____
- b. Deferred for discussion with the Faculty Senate on _____
- c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged

b. Comment:

DISTRIBUTION: Vice-Presidents: _____

Others as identified: _____

Distribution Date: _____

Signed: _____

(President of the College)

Date Received by the Senate: _____

STATE UNIVERSITY COLLEGE
Brookport, New York

*Approved at 2/24/77
meeting of Administrative
Council (for one year)*

Faculty Senate Office

December 21, 1976

Resolution #10, 1976-77

SUBJECT: Interim Policy on Sabbatical Leaves

This policy will be in effect for sabbatical leaves commencing during the 1977-1978 academic year. The policy does not apply to any leaves granted prior to November 2, 1976.

POLICY

The stated purpose of sabbatical leaves is to improve and enrich the program of the institution by providing opportunities for professional development of the staff of the college. These leaves are to be granted for planned travel, study, formal education, research, writing or other experience of professional value.

The Faculty Senate recommends that any member of the professional staff who meets the requirements for eligibility as defined in Article XIII Title E of the policies of the Board of Trustees, and who submits an application consistent with those policies, be granted such a leave provided that the leave can be exercised without hindering the ongoing programs of the institution.

The two primary considerations for the granting of sabbatical leaves are:

1. Faculty Development: Applications for sabbatical leave must provide a detailed statement describing the proposed project or course of study, and indicate the manner in which it will enable the applicant either to develop new skills to meet the changing needs of the institution or to improve their skills or expertise in their own discipline.
2. Programmatic Needs: Applications for sabbatical leave must include a plan which assures that the departmental and institutional programs will not be seriously hampered if the leave is granted. Normally this plan will be developed by the unit chairperson.

The Board of Trustees policy permits either Full Year Sabbaticals (academic year) with remuneration at half pay or Half Year Sabbaticals (one semester) with remuneration at full pay. It should be left to the discretion of the applicant to apply for the appropriate duration for his/her leave, and this factor should not be a consideration in determining the merit of a sabbatical leave request.

PROCEDURE

1. The Chief Executive Officer or his designee shall establish closing dates for applications for sabbatical leaves for a given calendar period. The final date for announcing decisions on sabbatical leaves shall be no later than three months after the closing date for application. A schedule for this three month period is given in the attached table.

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December 21, 1976

2. Upon closing of the application period, the Chief Executive Officer or his designee will determine if the number of applications satisfying the Board of Trustees Policies exceeds the number of sabbaticals the institution can grant without unduly affecting programs.

- a. When no conflict exists, the leaves shall be granted.
- b. In the event that a conflict develops between the number of sabbatical leave applications and the maintenance of institutional programs, and it becomes apparent that some applications must be refused, all individuals involved should be notified of the conflict in order that they can voluntarily reconsider their applications and perhaps reschedule starting dates and/or durations in order to avoid the conflict.
- c. In the event that the applications from any single unit exceed the number of leaves the unit can support without interrupting ongoing programs, the applications and supporting documents from that area shall be forwarded to the Sabbatical Review Committee.
- d. In the event that the total number of applications that can be supported by the individual units exceeds the total number of leaves that can be granted by the institution, all applications and supporting documents shall be forwarded to the Sabbatical Review Committee.
- e. In the event that an individual member of the professional staff feels his/her application has been unfairly deemed as not meeting the Board of Trustees Policies, he/she may present the appropriate documents to the Sabbatical Review Committee along with a request for reconsideration.

SABBATICAL REVIEW COMMITTEE

The Sabbatical Review Committee shall consist of:

1. five members of the teaching faculty appointed by the President of the Faculty Senate in such a manner as to provide a balanced representation of the varied interests of the faculty.
2. one member of the Non-teaching Professional Staff appointed by the President of the Faculty Senate;
- and 3. two additional members appointed by the Chief Executive Officer of the College.

The term of office for the members of the interim committee shall be one year. However, when a permanent policy is established, we suggest that provision be made for staggered terms of office with terms longer than a single year.

SCHEDULE FOR THE REVIEW OF SABBATICAL LEAVE APPLICATIONS

Closing Date for Applications

No later than 2 weeks after the closing date,

- a. the Sabbatical Review Committee shall be appointed
- b. the Chief Executive Officer or his designee will determine whether or not applications satisfy the Board of Trustees Policy.

2 weeks

Applications not satisfying Board of Trustees Policy are returned to applicants. Applicants may revise and resubmit applications or appeal to Sabbatical Review Committee no later than 3 weeks after the closing date.

3 weeks

Sabbatical Review Committee will consider appeals and make recommendations to the Chief Executive Officer no later than four weeks after the closing date.

4 weeks

Within 5 weeks after the closing date, the Chief Executive Officer or his designee will determine whether the number of applications exceeds the number of sabbaticals which the institution can grant.

5 weeks

If no conflict exists sabbaticals are announced as soon as possible.

If a conflict exists then the applicants involved are notified. These individuals have two weeks to voluntarily reconsider their applications and perhaps make modifications to avoid the conflict.

7 weeks

If the conflict has been resolved, sabbaticals are announced as soon as possible.

If the conflict still exists applications are forwarded to the Sabbatical Review Committee. Applicants should provide supporting documents at this time.

Within four weeks the Sabbatical Review Committee will announce a recommendation to resolve the conflict.

11 weeks

The Chief Executive Officer or his designee shall make a final decision regarding the granting of sabbatical leaves no later than three months after the closing date for application.

The Sabbatical Review Committee shall elect a chairperson from within the committee.

The responsibility of the Sabbatical Review Committee shall be to review applications for sabbatical leaves and to make recommendations to the Chief Executive Officer or his designee regarding the granting of leaves.

In the process of reviewing applications, the committee shall give particular attention to the following:

1. The appropriateness of the applicant's plan for the improvement of skills or expertise within their discipline or for development of new skills to meet the changing needs of the institution.
2. A report from the unit chairperson regarding the impact of the leave on unit programs.
3. Any constraints imposed by outside events such that postponement of the leave would destroy the purpose of the leave.
4. Supporting documents that indicate the professional merit of the leave.
5. Supporting documents that provide evidence that the applicant can successfully complete the proposed activity.
6. Reports filed from any previous sabbatical leaves.
7. Seniority since last leave. When other factors are considered to be equal, priority shall be given to those who have completed the most years of service since their last sabbatical leave. Likewise, priority should be given to first time applicants when those of equal merit have had several previous sabbaticals.