

October 21, 2009

Dear Colleague:

Sabbatical leave procedures, regulations and an application form are attached to this letter. Applications for a sabbatical leave for 2011-2012 are due **no later than noon on February 1, 2010**. No applications will be accepted by the Committee after this time. Please submit a back-to-back original application and seven back-to-back photocopies of your application materials to Dr. Mary Theis, Department of Modern Language Studies, 11B DeFrancesco.

Please read the procedures, regulations and application carefully; completely answer all requests for information. Be aware that faculty on sabbatical leave are precluded from applying for promotion. As stated in the *Procedures*, "If the application meets the requirements, the Committee ranks the proposals according to two criteria: 1) its ability to enhance professional development, and 2) time of service accrued, deducting for previous sabbatical leaves."

The Committee reminds you that this is a competitive process. It is therefore very important for your responses to *Section IV Content* be delineated in a clear manner. To this end, the committee has provided the following suggestions to guide you in preparing a quality proposal.

Review sample proposals on file in CET (OM 121) and at Rohrbach's Reserve Desk.

- Please make your proposal reader friendly. Not all members of the committee are versed in your area.
- Provide clear and detailed objectives.
- Design objectives that are appropriate in range and scope to the time requested.
- Make clear connections between your sabbatical objectives and your teaching and/or professional role at the University.
- Be specific with the timetable, providing a detailed timeline and narrative. If you are requesting a one-year sabbatical but are willing to accept a one-semester, provide two separate and appropriate timetables and adjust your objectives accordingly.
- When discussing coursework, professional meetings or conferences, please specify institutions, course descriptions, credits, professional organizations or any other information that supports the amount of time you requested.

Please be reminded that if a one-semester sabbatical leave is requested, the President's preference will be to award those for the Spring semester over those for the Fall. Also Summer sabbatical leaves will be considered only under very special circumstances.

The Committee would like to call your attention to these items: 1) the length of time elapsed between sabbatical leaves will be considered if there are more applicants than sabbatical leaves, and 2) an application for the purpose of "restoration of health" must be clearly documented and verified by health professionals.

The Committee will forward its recommendations to the President no later than April 1, 2010. Awards will be announced no later than August 15, 2010.

If you have questions, please contact any member of the Committee (see a list of members on the reverse side of this letter).

Mary E. Theis, Chair
University Sabbatical Leave Committee

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**State System of Higher Education
KUTZTOWN UNIVERSITY**

Sabbatical Leave Regulations

Below are listed the criteria which will be observed by the Kutztown University Sabbatical Leave Committee in recommending candidates for sabbatical leave to the President of the University.

I. Primary Criteria:

- A. Sabbatical leaves granted after March 20, 1997, will be based primarily upon merit. Unused sabbatical leave credit may be considered in the selection process.*
- B. Sabbatical leave is intended to strengthen the faculty member's [or administrator's] ability to fulfill his/her duties at Kutztown University. As such it should be carefully planned and carried out to insure that it will succeed in meeting the objectives for which it was designed. A case must be made for the amount of time being requested and its relationship to the activities to be carried out and their purpose. The Committee will request written amplification where this relationship is not adequately demonstrated. In the end, failure to demonstrate a positive relationship may lead to denial of a sabbatical leave.
- C. An emergency sabbatical leave for reasons of health may be requested at any time if it is apparent that all available sick leave will be exhausted before the individual's health is regained. The request should be submitted to the President along with the documentation of need, letters from physicians, and signatures of the departmental chair and the appropriate dean.

H. Minimum Legal Criteria:*

- A. Applicants must show seven years service at a university in the State System of Higher Education with at least five consecutive years at Kutztown University. After the completion of the requisite seven years, one additional sabbatical leave of absence shall be allowed for each additional seven years of service, upon recommendation.
- B. Sabbatical leaves may be granted for reasons of restoration of health, study, travel, or other appropriate purposes related to the applicant's professional responsibilities.
- C. Applicants must submit written intention to return to Kutztown University for at least one year immediately following the period of sabbatical leave.

Additional Criteria:

- A. Years of accrued service will be a factor in the granting of sabbatical leaves.
- B. The length of time elapsed between sabbatical leaves will be considered.
- C. Distribution by department will be maintained as follows:
 - I. no more than 20 percent of any department at one time;
 - 2. equity among departments; and
 - 3. balancing of leaves by semester where necessary.
- D. Upon completion of the sabbatical leave, a written evaluation of progress made in meeting the objectives stated in the sabbatical leave plan shall be submitted in duplicate within six weeks of the completion of the leave to the Provost/Vice President for Academic Affairs. Failure to do so may lead to denial of future sabbatical leaves.

*In accordance with Article 18. A. of the Collective Bargaining Agreement in place.

State System of Higher Education
Kutztown University
Kutztown, PA

Sabbatical Leave
Procedures

The Sabbatical Leave Committee at Kutztown University consists of seven members elected by the faculty to two-year terms with some members being elected each year.

In the Fall of each academic year the committee meets to elect a Chair and to go over procedures and guidelines. In November the Chair solicits applications through the University Brief and the guidelines are circulated to all faculty members. In January reminders are published in the Brief.

Applications are due on February 1. Candidates shall prepare eight copies of their application and deliver them to the office of the Chair. In the case that February 1 falls on a weekend, the deadline for submission is extended until noon on the first Monday following February 1.

A quorum for the Sabbatical Leave Committee is five of the seven members. All votes will be decided by a simple majority of the members attending.

The applications are made available for perusal by the membership of the Committee. They are read for content and checked for eligibility relative to seniority lists provided by APSCUF. The Office of the President provides a listing of departments with the number of permanent faculty members as well as the total number of eligible members. The number of allowable sabbaticals is computed based on these figures as verified by APSCUF. Meetings are scheduled to discuss content and eligibility. The committee may suggest adjustments to the content of the application. If the application meets the requirements, the committee ranks the application primarily based on merit. Time of service accrued, deducting for previous sabbatical leaves, is also considered.

After the applications are ranked, the suggested list is presented to the President for final approval. These applications may be accepted or rejected by the President. After April 1, and before sabbaticals are awarded, any changes in purpose are sent by the applicant directly to the President.

A sabbatical leave for reasons of health may be requested at any time if it is apparent that all available sick leave will be exhausted before the individual's health is regained. The request should be submitted to the President along with documentation of need, letters from physicians, signatures of one's departmental Chair, and the appropriate Dean. After receiving the request, the President will notify the Chair of the Sabbatical Leave Committee.

Pennsylvania State System of Higher Education
KUTZTOWN UNIVERSITY
Kutztown, Pennsylvania

REQUEST FOR SABBATICAL LEAVE OF ABSENCE

This request for sabbatical leave must be in keeping with the criteria set forth in the "Sabbatical Leave Regulations" attached to this application form. **Return a back-to-back original application packet and seven back-to-back photocopies** to the Chair of the Sabbatical Leave Committee.

In accordance with the provisions of the current APSCUF contract, I

_____ (Type or print name) _____ (Type or print department)
hereby apply for a leave of absence for the academic year _____

- 2nd
- Indicate by (X) your first and second choices:
- A. One year (36 weeks) with full salary
 - B. One year (36 weeks) with half salary
 - C. Fall Semester (18 weeks)
 - D. Spring Semester (18 weeks)
 - E. Either Semester (18 weeks)
 - F. Summers* (two summers equal an 18-week semester or 10 pay periods)

**Summer sabbatical leaves are the exception rather than the rule. Applicants for this type of sabbatical must show that the purpose of the leave can be fulfilled only during the summer and not during any other time of the year.*

II. **Service:** Eligible years of service for sabbatical leaves of absence includes all tenured, tenure-track and full-time temporary service either at Kutztown University or at another PASSHE institution.

- A. Date of initial appointment to Kutztown University as _____ Year _____ Year _____
tenured, tenure-track or full-time temporary faculty: Summer or Fall _____ OR Spring _____
For librarians, beginning date of faculty status: Summer or Fall _____ OR Spring _____
- B. Based on your first choice for a sabbatical leave, give the total number of **eligible years** of service that will have accumulated at Kutztown University. Number of eligible years: _____

- C. Do you have **eligible years** of service from another PASSHE institution? No _____ : Yes _____
If yes, please give the institution, calendar year(s), type of service and number of eligible years:

Number of eligible years: _____
Number of eligible years: _____

- D. Based on your first choice for a sabbatical leave, give the total number of **eligible years** of service that will have accumulated. (Sum the results from parts B and C.)
Total number of eligible year of services: _
Academic year Number of semesters Full or half salary

E. Date(s) of previous sabbatical leaves:

F. Date(s) of previous leaves without pay:

III. **Purpose(s) of requested sabbatical leave (select all that apply):**

- Invitational position in area of academic or professional expertise (e.g., Fulbright, artist-in-residence, consultantship, etc.)
- Graduate study leading to a degree Advanced study not leading to a degree Travel
- Research, publication, productions Retraining Other appropriate purpose
- Restoration of health * *Applications for "restoration of health" must be documented with a statement of need and with the written verification of one or several health professionals. Applicants should not specify this type of sabbatical unless it can be clearly demonstrated that the time interval until the start of the leave will not negatively affect the restoration of health and that the medical treatment requires the length of time requested in the application.*

IV. Content:

Each sabbatical leave proposal, after having been reviewed with the appropriate dean, should include the following items:

- A. A detailed written plan for the leave including a statement of objectives and a description of the means by which the objectives are to be met. If the sabbatical request is contingent upon receiving a grant or award (e.g., Fulbright), an alternative detailed plan should be submitted in case the original plan fails to materialize.
 - B. A statement of the relationships between the proposed sabbatical leave activities and the individual's personal growth and development in a discipline and/or profession.
 - C. A timetable for the sabbatical leave activities proposed, including any preliminary preparation when appropriate. **Justification must be made for the amount of time being requested and its relationship to the activities to be carried out during the sabbatical leave.**
 - D. A list of institutions, programs, and/or courses, if appropriate, that will be attended during the sabbatical leave.
 - E. A brief vita.
- V. If the person granted a sabbatical leave desires to change the purpose or activities that were approved, a request must be made to the Office of the Provost/Vice President for Academic Affairs. Permission must be granted to make substantial changes in the sabbatical plan.
- VI. I agree to submit to the Provost/Vice President for Academic Affairs in duplicate a comprehensive written evaluation of progress made in meeting the objectives stated in my sabbatical leave plan within six weeks of the completion of the sabbatical leave. Failure to do so may mean forfeiture of future sabbatical leaves.

Guidelines for Writing Sabbatical Leave Reports

- A. The sabbatical leave report should closely parallel the content section (section IV.) of the original sabbatical application. Recipients should identify which objectives of the leave were met and describe how they were met. If the leave deviated from the original purpose of the sabbatical, this should be explained. A timetable of activities and a list of actual programs, sites, workshops, etc. that were visited or attended should be included.
- B. The major purpose of a sabbatical is to "strengthen the faculty member's...ability to fulfill his/her duties at Kutztown University" (1999 sabbatical leave regulations, section I.) Therefore, recipients should in particular include details of how the leave will impact on their teaching and/or professional roles. For example: What courses will be affected and how? How will students benefit from what was accomplished on the sabbatical? How will your department, your colleagues, or the university benefit from what was learned on the sabbatical?
- C. Provide documentation of your accomplishments (e.g. a copy of an article, paper, new or revised syllabus, artwork, or musical composition; programs of conferences or exhibits; book publication notice or reviews; letters from contacts; certificates of accomplishment).
- D. Do not include information that is unrelated to the purposes of the sabbatical. Keep the report focused on how the sabbatical enhanced professional development.

VII. I agree to return to my employment with Kutztown University for a period of not less than one year immediately following completion of my sabbatical leave of absence.

Date (Signature) _____

VIII. Acknowledgement of Department Chairperson

Date (Signature) _____

IX. Acknowledgement of Dean

Date _____ (Signature)

X. Committee Action _____ Date _____

Chairperson Date _____ (Signature)

TO BE COMPLETED BY THE PRESIDENT OF THE UNIVERSITY:

I approve the above request for sabbatical leave of absence.

Date _____ (Signature)

Revised -4/99
Approved APSCUF Executive Committee 3/30/99
Approved APSCUF Rep Council 4/8/99