

TO: Sabbatical Leave Applicant

FROM: Sabbatical Vice Chairperson, Professional Committee

The attached is the information you need to review in order to apply for a sabbatical, as outlined in Article 18 of the Collective Bargaining Agreement.

This packet contains the following:

1. Applicant form entitled, "Request for Sabbatical Leave of Absence".
2. Appendix A: The Professional Committee's "Statement of Criteria for Sabbatical Leave of Absence and Procedures".
3. Appendix B: Relevant sections of Article 18 of the Collective Bargaining Agreement.
4. Appendix C: Rating score for evaluation of sabbatical proposal.
5. Appendix D: Professional Committee's sabbatical formula and calculation worksheet.

A complete application must be submitted to the Professional Committee by October 1. Be sure to include:

1. The enclosed application.
2. Written summary of activities.
3. Written recommendation from department chairperson.

The Professional Committee will notify you on or before December 1 as to its recommendation on your sabbatical application. The President will notify you of his/her decision no later than six months prior to the beginning of the time when the sabbatical commences.

It is your responsibility to meet the application deadline for all materials. It is also in your best interest to remind your Chairperson of the deadline.

MANSFIELD UNIVERSITY

Request for Sabbatical Leave of Absence

INSTRUCTIONS: Complete Section I, providing the necessary information and attaching required documentation. Submit two copies of this form and all attachments to the Chairperson of the Professional Committee.

Following the President's decision, one set of these materials is placed in a file in the Office of the Provost. One copy is returned to the applicant, with a statement of the President's decision.

SECTION I

(Completed by applicant)

A. In accordance with the provisions of the Collective Bargaining Agreement and Mansfield University Sabbatical Policy, I, _____, of the _____ Department, hereby apply for a sabbatical leave of absence from _____ to _____.
(beginning date) (ending date)

B. Compensation request is: (Check one)

- 1. One semester with full pay ()
- 2. One academic year with half pay ()
- 3. One academic year with full pay ()
- 4. Other – explain ()

C. Length of service (Not including the semester for which the sabbatical is requested):

- 1. Number of years of service as a faculty member at SSHE institution (s): _____
- 2. Number of years of consecutive service at Mansfield University: _____
- 3. Date of appointment to the faculty of Mansfield University: _____

4. Years of service since last sabbatical: _____

5. Dates of previous sabbatical leaves of absence
and institution granting same: _____

D. Purpose for which the sabbatical is requested (place: check where appropriate):

1. Contributions to applicant's discipline _____

2. Enhancing the climate for student learning _____

3. Advancing the mission of Mansfield University _____

4. Contributions to the programs and services of Mansfield University _____

5. Improvement of teaching skills, abilities, and understanding _____

6. Projects relating to community service _____

7. Travel _____

8. Restoration of health _____

9. Other appropriate purposes – please specify:

E. Attached (please check):

1. Written plan of activities _____

a) Abstract _____

b) Feasibility _____

c) Contribution _____

d) Professional Qualifications
(Updated vita) _____

e) Support/Documentation _____

2. Letters of recommendation _____

F. Statement of commitment:

I hereby certify that I have read and fully understand the appropriate article of the Collective Bargaining Agreement and agree to return to Mansfield University for a period of not less than one year immediately following the expiration of my sabbatical leave of absence.

Signature of Applicant

Date

SECTION II

(To be completed by the chairperson of the Professional Committee or designee)

The Professional Committee ranks your application at _____ in a pool of _____ applicants.

Professional Committee Chairperson

Date

SECTION III

(To be completed by the President of the University)

The request by the above named individual for sabbatical leave of absence from _____ to _____ at _____ pay is approved _____, not approved _____.

President of the University

Date

APPENDIX A
CRITERIA AND PROCEDURES
For
SELECTION OF SABBATICAL LEAVES OF ABSENCE

- I. The faculty member may obtain an application form at the Office of the Provost.
- II. The Professional Committee Vice Chairperson in charge of sabbatical leaves assures there is a folder prepared for each applicant and that the folder is kept on file in a secure, on campus location. Between October 1st and December 1st, only Professional Committee members will have access to the Sabbatical Leave applications.

The applicant must submit all materials by October 1st. The materials consist of the following:

- A. The sabbatical leave application form, “Request for Sabbatical Leave of Absence.”
- B. Detailed plan of activities including an abstract of the sabbatical project.
- C. Letters of recommendation from:
 - 1. The Department Chairperson (or Dean).
 - 2. Optional: A letter from another educational institution.
 - 3. Optional: A letter (s) from department or other appropriate faculty.
- III. The Professional Committee Vice Chairperson in charge of sabbatical leaves has the following additional duties:
 - A. Tracks the names of faculty who request sabbatical leave application materials. Faculty members who obtain the application materials are requested to leave their names with the Provost’s secretary.
 - B. Reviews each applicant’s folder and send a written memorandum listing any missing items in the folder.
 - C. Maintains a file of applications as these are received. The file is arranged alphabetically and, at the beginning of the file, there is a copy of the committee statement on sabbatical leave procedures.

IV. Criteria used to rank applicants:

A. Proposals are judged on the merits of their planned activities. Each proposal is evaluated by each committee member using a Likert-type rating scale and Sabbatical Calculation Formula as outlined in the MU Sabbatical Agreement (see Appendix A).

B. In addition to the written recommendation from the appropriate chairperson (or director), the following are evaluated as part of the Sabbatical Application.

1. Abstract

Summary of the project to be undertaken.

2. Feasibility, Scope and Adequacy

Description of the project goals and implementation plans in sufficient detail so reviewers can evaluate the project's feasibility. Include a time table showing work completed to date on project and evidence that work can be completed within the time limits of the sabbatical leave.

3. Contribution

Justification of the proposal in two ways:

(a) Contribution of the proposal to the existing body of knowledge (e.g., deals with a significant problem area).

(b) Contribution relative to the individual (e.g., develops new capabilities for research and teaching), to the department and/or university (e.g., develops new university programs or enhances the research, teaching, or administrative capabilities of the faculty member).

4. Professional Qualifications

Proposals for sabbatical leave should include sufficient background information to enable the committee to judge the applicant's competence to accomplish project goals.

5. Support/Documentation

An applicant should give evidence of having made as many advanced arrangements as possible regarding the project. Applicants are to secure resolution of questions and confirmation of commitments prior to the

submission of their application. The proposal document should conclude with:

- (a) A statement supporting the worth of the project to the applicant, department, university and community. This statement must come from a recognized authority who is familiar with the nature of the project.
- (b) Evidence of work completed thus far on the project, if any.

V. Procedures

- A. At a meeting of the Committee in early October, the merits of each application are discussed. The applications are first discussed in alphabetical order by name of applicant.
- B. After the meeting, each Committee member privately ranks each application using the Likert 5 point rating scale (see attachment).
- C. At a second meeting in October, ratings for each application are secretly cast. The highest and lowest Likert rating score given each proposal are discarded. The average of the remaining ratings is the score for each applicant's proposal.
- D. The highest rating is considered the best application. The other applications are ranked accordingly from highest to lowest average rating.

VI. Completion of the charge to the Professional Committee:

- A. The Chairperson of the Professional committee and the Vice Chairperson for Sabbatical Leaves of Absence submit in writing on or before December 1st the names of all applicants in rank order to the President, or his/her designee. At no time does the Professional Committee divulge individual votes or change its decision after the rank order of applicants submitted to the President or his/her designee.
- B. All applicants receive in writing a notification of their rank.
- C. Prior to the President's decision, he/she may request to meet with the Professional Committee to clarify the committee's ranking, to discuss his/her criteria for ranking, or to discuss other matters related to sabbatical leaves.

- D. Should any or all of the names of the faculty members ranked for available sabbaticals be rejected by the President, the President shall notify the Committee in writing and shall give the Committee the opportunity to discuss the matter with the President or designee, consistent with Article XVIII, Section A. 12c., of the Collective Bargaining Agreement.

APPENDIX B

Article XVIII

Collective Bargaining Agreement

LEAVES OF ABSENCE

A. Sabbatical Leaves

1. A leave of absence for a period not to exceed eighteen (18) University calendar weeks with full pay in accordance with current scheduling practice, or a leave of absence for a period not to exceed thirty-six (36) University calendar weeks with half pay, in accordance with current scheduling practice, for restoration of health, study, travel, or other appropriate purposes, may be requested by a FACULTY MEMBER and may, at the discretion of the President, be granted to any FACULTY MEMBER of any University who has submitted a request for consideration for a sabbatical leave and who has completed seven (7) or more years of satisfactory service as a FACULTY MEMBER of one (1) or more of the UNIVERSITIES, as specified below. Library FACULTY MEMBERS who were granted ACADEMIC FACULTY rank shall accrue credits towards sabbatical leave only from the date the academic faculty rank was granted. Sabbatical leaves granted after March 20, 1997, will be based primarily upon merit. Unused sabbatical leave credit may be considered in the selection process.

2. At least five (5) consecutive years of such service shall have been rendered to the University from which the leave is sought. A FACULTY MEMBER who has been granted an approved leave without pay shall not be deemed to have had his/her consecutive service interrupted; provided, however, that time spent on such leave shall not count as service toward a sabbatical leave nor towards the accumulation of sick leave.

3. If the University operates on a system of units other than semesters, the FACULTY MEMBER may, at his/her option, be granted a sabbatical leave corresponding to one (1) or more of these units so long as the restriction set forth in subsection 1. above, concerning total weeks of sabbatical leave which can be granted in each such leave, is met.

4. One (1) sabbatical leave may be requested, considered and granted in accordance with the procedures set forth in this Article for each additional seven (7) years of service. Leaves shall be accumulated so that one shall lose entitlement to consideration for a sabbatical leave because of failure to use leave due to scheduling practices at a particular University, but no one shall be entitled to be considered for or use more than thirty-six (36) weeks of the accumulated leave as part of any one (1) sabbatical leave.

5. No FACULTY MEMBER who resigns, or who is retrenched, terminated, or for any other reason leaves employment with the STATE SYSTEM/UNIVERSITIES shall be entitled to request or be considered for the grant of a sabbatical leave. No sabbatical leave shall be granted unless the FACULTY MEMBER shall agree in writing to return to his/her employment with the University for a period of not less than one (1) year immediately following the expiration of such leave of absence. Where a FACULTY MEMBER has requested, been considered for, been granted and scheduled for a sabbatical leave in accordance with provisions of Section F.1. of Article 29, RETRENCHMENT, and that FACULTY MEMBER thereafter receives a notice of retrenchment in accordance with the terms of that same Article, the FACULTY MEMBER will be entitled to be returned to his/her former position but only for that period of time which precedes the effective date of the retrenchment. Nothing in this Agreement shall prevent the STATE SYSTEM/UNIVERSITIES from providing FACULTY MEMBERS who are on approved sabbatical leaves with notice or retrenchment in accordance with Article 29, RETRENCHMENT.

6. No sabbatical leave of absence shall be considered a termination or breach of the contract of employment and the FACULTY MEMBER on sabbatical leave shall be returned to the same position he/she occupied prior thereto.

7. If a FACULTY MEMBER is granted a sabbatical leave during two (2) summer periods the FACULTY MEMBER shall receive five (5) bi-weekly checks for each of the two (2) summer periods. However, a FACULTY MEMBER granted such a sabbatical leave shall not be eligible for a summer school contract.

8. Every FACULTY MEMBER while on sabbatical leave of absence shall be considered to be in regular full-time daily attendance in the position from which the leave is being taken during the period of said leave, for the purpose of determining the FACULTY MEMBER'S length of service and the right to receive increments as provided by law or contract.

9. Every FACULTY MEMBER on sabbatical leave shall retain the right to make contributions as a member of the State Employees' Retirement System, the Public School Employee's Retirement System or TIAA-CREF and continue his/her membership therein.

10. Nothing in this Section shall be construed to prevent any FACULTY MEMBER on sabbatical leave from receiving a grant for further study from any institution of learning other than the University which employs him/her.

11. Each University may grant sabbatical leaves of absence in any one (1) year up to seven percent (7%) of its FACULTY.

12. a. A committee chosen by and from the FACULTY at each University shall receive applications for sabbatical leaves at a time and in a manner which it shall determine and announce. No FACULTY MEMBER shall serve on a departmental or University-wide committee when he/she or a member of his/her immediate family or person residing in his/her household is an applicant for sabbatical leave. No department chairperson shall make a recommendation regarding sabbatical leave if he/she, or a member of his/her immediate family or a person residing in his/her household is an applicant for sabbatical leave. Immediate family shall be defined a spouse, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law. A department chairperson shall not be permitted to participate in the review of any applicants, when he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for sabbatical leave. The department shall select another FACULTY MEMBER in the department acceptable to the department and management to substitute for the department chairperson.
- b. The committee shall review applications and forward the full list of applicants, with such recommendations, in priority order to the President or his/her designee at least eight (8) months before the leave is to commence.
- c. Should the President or his/her designee reject in whole or in part the recommendations of the committee, the committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee, but the President shall make and announce his/her decision with respect to the granting of sabbatical leaves not later than six (6) months prior to the beginning of the time when the leave will commence.
- d. As authorized by law, the President of each UNIVERSITY shall have the right to consider requests for and make the determination concerning the granting of sabbatical leaves as he/she in his/her sole discretion deems appropriate and to make such regulations as he/she may deem necessary to make sure that a FACULTY MEMBER on sabbatical leave utilizes such leave properly for the purpose for which it was granted, including requiring reports from the FACULTY MEMBER in such manner as the President may deem necessary.
- e. (1). An individual FACULTY MEMBER shall have the right to grieve, in accordance with the procedures of Article V, GRIEVANCE PROCEDURE AND ARBITRATION, sabbatical leave decisions but only as to himself/herself and then only with respect to failure to observe the specific procedures set forth above.

(2). APSCUF shall have the right to grieve in accordance with the procedures of said Article 5, with regard to a substantial change in the pattern of granting sabbatical leaves at a specific University.

B. Degree of commitment as demonstrated by the applicant, to complete the sabbatical project.

0 1 2 3 4 5

C. Degree to which the applicant presents evidence of having the skills necessary to complete the Sabbatical project.

0 1 2 3 4 5

Subtotal _____ 15

IV. SUPPORT

A. Support from recognized authorities.

0 1 2 3 4 5

B. Support that the project can be completed.

0 1 2 3 4 5

C. Support from the department and the departmental chairperson.

0 1 2 3 4 5

Subtotal _____ 15

ELABORATION OF CRITERIA FOR THE RATING SCALE FOR STRENGTH OF PROPOSAL SABBATICAL

I. FEASIBILITY, SCOPE AND ADEQUACY

- A. Is the scope of the project either too large or too limited considering the amount of time available? Is the time table feasible?
- B. Is the methodology provided sufficiently determined and appropriate for the task?
- C. To what extent does the applicant clearly articulate the sabbatical project goals.

II. CONTRIBUTION

- A. Does the proposal purport to extend the range of human knowledge? In what way and to what extent?
- B. What is the exact nature of the proposal - - book, article (s), other publications, papers presented before learned groups, works of art, studies, creative compositions, field work, teaching, travel, etc.? Is it one of the foregoing or a combination? How will it contribute to a body of knowledge, the community, the university?
- C. Will the sabbatical experience qualify the applicant to serve his/her department and the university more effectively? Will the candidate return with additional skills the department needs to better serve students? Does the proposal involve the development of a new course (s) or the upgrading and modification of an existing course (s) that will prove more responsive to student and university needs?
- D. Has the applicant clearly demonstrated that the proposed sabbatical project meets one or more of the purposes for sabbatical leave?

III. QUALIFICATIONS OF THE APPLICANT

- A. Is the applicant an active researcher, scholar, or creative artist already involved in the proposed activity?
- B. What scholarly publications, literary or dramatic forms, works of art, or other artistic expressions has the applicant so far produced?

- C. Does the applicant possess the necessary skills (e.g., fluency in a foreign language, computer expertise, knowledge of statistics) to complete his/her project successfully?

IV. SUPPORT

- A. Is the proposal supported by statements from recognized authorities in the candidate's field of specialization? If the applicant is to visit or coordinate work with other faculty, is there evidence that she/he has contacted those responsible, and the faculty member's project has been accepted by those contacted.
- B. What evidence is there, in supporting statements or elsewhere, that the project is under way and will be successfully completed? If the project involves a book what is the level of commitment from the publisher? Support would be higher if the evidence of commitment comes from a publisher who typically is involved in producing works which are inclined toward literary and/or scholarly directions. If the proposal involves....
- C. In those cases where the project has direct impact on the department, have the chairperson and/or faculty indicated support? What is the degree of that support?

APPENDIX D

Merit Sabbatical Formula Addendum

1. Sabbatical proposals shall be evaluated by the Professional Committee using the criteria listed below. A numerical score is determined for each merit category. The category scores are added together with the total score multiplied by .80.
2. The Sabbatical Applicant's years of unused sabbatical credit, multiplied by 2, will be used to determine the applicant's base service credit. This value will then be multiplied by .20.
3. The applicant's scores for the "Merit" and "Unused Sabbatical Credit" categories are added together to determine the total score for the applicant. After all applicants score are determined, the applicants will be arranged in numerical order, highest to lowest, and submitted to the University President for consideration.

Merit Categories

- A. Contribution to the Academic Discipline, University, Department and/or overall Learning Environment.
- B. Feasibility, Scope and Adequacy.
- C. Professional Qualifications of applicant.
- D. Support and Documentation of project.

