


Cheyney University
Cheyney, Pennsylvania

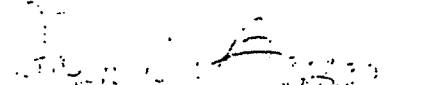
GUIDELINES FOR SABBATICAL LEAVES

University-Wide Sabbatical Leave Committee
Revised Fall, 1997

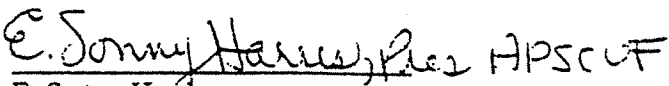
This document has been approved by the negotiating team of APSCUF and the president and provost and vice-president of Cheyney University of Pennsylvania.

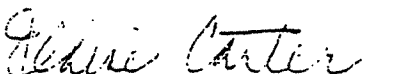
Approved this 16th day of December 1997.


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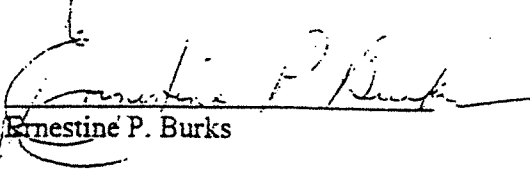

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REVISED UNIVERSITY-WIDE SABBATICAL COMMITTEE GUIDELINES 1997

The basic procedures for granting sabbaticals is provided to the President of Cheyney University and the University-Wide Sabbatical Committee (UWSC) in the Collective Bargaining Agreement between APSCUF and the State System of Higher Education, Article XVIII, Section A: Sabbatical Leaves. Additionally, the following apply:

I. Recommendations: The UWSC recommends that:

- A. The President may grant sabbatical leaves of absence in any one year up to 7% of the personnel covered by the Collective Bargaining Agreement.
- B. Cheyney's annual budget includes sufficient funding for the maximum number of sabbaticals that may be applied for within (a minimum of 7% of all eligible personnel) any given sabbatical period.
- C. Funding be included in the annual budget for the purpose of hiring replacements for those granted a sabbatical whenever feasible and desirable.
- D. The President consider the applications of all qualified personnel as recommended to the University by the UWSC. The President may also request additional information in order to formulate a decision.

II. Eligibility Requirements and Related Matters:

- A. **Requests for sabbatical leaves will be reviewed and evaluated:**
 1. On the basis of Academic and Professional Merit. (See III Purpose of a Merit Sabbatical).
 2. On the basis of Years of Service at Cheyney University and the State System of Higher Education in Pennsylvania. Available service time is defined as the total number of years of service in the SSHE system minus seven (7) years for each prior sabbatical taken: See Article 18, Section A, Paragraph 4.
- B. **Calculation of Service Time**
 1. Faculty members' total years of service within SSHE will be counted. If there was employment at other SSHE universities, documentation must be submitted with the Length of Service Form. A minimum of five (5) consecutive years must have been served by the faculty member at Cheyney in order to be considered.

2. The academic year consists of two semesters. A maximum of one point will be granted for each year of service at Cheyney or other SSHE Universities (1/2 point per semester).
3. **Leave Without Pay will not count toward available service time.**
However long a leave of absence without pay, whether a semester (1/2 point), or one year (1 point), the time will be subtracted from the applicant's total years of service. Temporary employment whether full time or part time can be used toward length of service. Part-time temporary service is pro-rated; half time teaching will receive half credit.
4. The applicant must have a **minimum of seven (7) years or points** to qualify for a sabbatical leave (first, second, third, etc.)
5. Faculty members interested in applying for a sabbatical must apply at the beginning of the current academic year for the next academic year.
6. If an applicant is not granted a sabbatical for which he/she has applied, he/she must reapply according to the guidelines for a future sabbatical. **There is no carry forward list of applicants.**
7. **Sabbatical Leave Options:**

<p>One Sabbatical Leave = (7 years +)</p> <p style="text-align: center;">Options</p> <ol style="list-style-type: none"> 1. One semester at <i>full</i> pay 2. One academic year at <i>half</i> pay 3. Two summers at <i>full</i> pay 	<p>Two Sabbatical Leaves = (14years+)</p> <p style="text-align: center;">Options</p> <ol style="list-style-type: none"> 1. Two semesters at <i>full</i> pay 2. Four summers at <i>full</i> pay 3. One semester and two summers at <i>full</i> pay.
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III. Purpose of a Merit Sabbatical:

The degree to which the sabbatical leave will benefit the University as well as the individual is of primary consideration. This purpose may be fulfilled by a faculty member in terms of a specific objective. Some examples follow. These are suggestions only and are not intended to be exhaustive. The order in which they are presented is not significant.

A. Increasing the competence of an individual in his/her assigned tasks

*Examples: Undertaking additional work in one's academic speciality;
broadening of background in his/her academic area*

Report in what is part -

B. Fulfilling the specific need of the University, School or Department

Examples: Retraining in a specific academic area where there is a need; participating in programs at other institutions with the intent of developing a similar program.

C. Developing oneself professionally

Examples: Engaging in scholarly research; performing scholarly activity with the intent of publishing the results; serving in an executive position of a state or national Professional Organization.

D. Making a contribution to humankind by using professional training in a way which will reflect favorably on the prestige of the University.

Examples: Serving in the Peace Corps or Vista as a professional; serving in an underdeveloped nation as a teacher or professional in one's academic area.

IV. Restoration of Health Application:

Applications for "restoration of health" must be documented with a statement of need and with the written verification of one or more 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. These applications should be sent directly to the President.

V. Content for the Sabbatical Leave Proposal:

A. Each sabbatical leave proposal should include:

A detailed typewritten plan (2-3 pages maximum) for the leave should include:

1. Statement of objectives
2. A description of the means by which the objectives are to be met.
3. A statement of the relationship between the proposed sabbatical leave activities and the individual's personal growth and development in a discipline and/or profession.
4. A statement of proposed sabbatical leave activities and the benefit to Cheyney.
5. A statement of academic and professional experiences anticipated.
Example: A list of institutions, programs and/or courses if appropriate.
6. A timetable for the sabbatical leave activities proposed, including any preliminary preparation when appropriate.

B. All proposal are to be submitted according to the following guidelines:

1. A dark blue or black binder with a "clear cover" is required.
2. The title page will list the name and address of the University at the top of the page and the phrase "SABBATICAL PROPOSAL" must appear in the center of the page.
3. At the bottom of the page list your name, department and the date.
4. There is a maximum of three (3) pages. Supporting documents should be located in a separate section of the binder behind the description with an identifying cover sheet labeled "SUPPORT DOCUMENTS".

***Strict adherence to these guidelines is required**

VI. Sabbatical Leave Reports

The applicant will submit to the Provost and Vice President of Academic Affairs a time line of his/her activities in the final report.

VII. Application Procedures:

- A. Applicants should consult Guidelines to determine when they are eligible for a sabbatical.
- B. Read the current Collective Bargaining Agreement pertaining to sabbaticals: Article 18.
- C. Applicants can obtain copies of the **Length of Service Forms** and the **Request for Sabbatical Leave Forms** from their department representative. The Request for Sabbatical Leave Form must be filled out in duplicate and signed to indicate the applicant's intention to return to Cheyney for two (2) consecutive semesters following the completion of the sabbatical leave.
- D. Applicants must submit their completed **Length of Service Form** and the **Request for Sabbatical Leave** along with their Merit Proposal, to their department representative who will inform his/her respective department.
- E. The department representative will forward the application materials to the UWSC according to the timetable below.

VIII. Criteria for Recommendation:

Prior to forwarding materials to the Sabbatical Committee, each department must determine how many of its members may be on sabbatical at the same time without impairing the efficiency of the department. Departmental Sabbatical Representatives must also **determine that application materials comply with the provisions of these Guidelines before forwarding them to the Committee.**

IX. Timetable

2nd Week in September	Sabbatical Committee convenes for the Fall semester.
September 15-October 15	Faculty interested in applying for a sabbatical leave must submit the Length of Service Form to the Department Representative.
Fourth week in October	Committee completes its evaluation of applicants Length of Service Form. Letters are sent to eligible applicants. To formally apply for the next school year.
November 15	Merit Proposal and Request for Sabbatical Leave Form from eligible candidates are due. Submit materials to the Department Representative.
December 1	Committee submits ranking and recommendation for Sabbatical leaves to the President.
January 15	Sabbatical leave recipients notified by the President's Office as soon as possible but no later than January 15.

X. Deadlines:

** No applicant for a leave shall be recommended for approval earlier than the date indicated in the Sabbatical Guidelines.*

- A. The absolute deadline for submitting the Length of Service Form to the UWSC will be **October 15**. The Merit Proposal including the Request for Sabbatical Leave Form is due by **November 15**.
- B. The UWSC should not be held responsible for failure to notify faculty members of procedural changes if their department representatives do not attend announced UWSC meetings or fail to attempt to ascertain their proceedings. The UWSC is available to answer the questions of any faculty members who need information.
- C. The UWSC **will not** accept applications for a designated sabbatical period either **before** the start of the designated application period or **after** expiration of the absolute deadline. Exceptions stated in these Guidelines may take precedence according to the discretion of the UWSC.
- D. The start of the designated application period will commence with the first UWSC meeting in the fall of each academic year.
- E. Departmental sabbatical committees and representatives to the UWSC subject to these **Guidelines** will set their deadlines **prior** to the UWSC deadline in order to allow sufficient time to perform their function.

XI. Return of Application by the UWSC:

Should the **UWSC** return an application because of non-compliance with these **Guidelines**, the corrected application may be resubmitted within a reasonable time as specified by the UWSC. In such cases the absolute deadline may be extended only at the discretion of the UWSC.

XII. Return of Application by the University:

Should the **University** return an application to the UWSC for any reason, the UWSC will notify the applicant's representative immediately and make every effort to help resolve the situation to the satisfaction of all concerned.

XIII. Cancellations and Notification:

- A. Should anyone be granted a sabbatical by the University and decide to cancel it for any reason, the UWSC should be notified immediately.
- B. Whenever the UWSC is informed of a cancellation, it will immediately notify the University and recommend that the first alternate be granted a sabbatical in order to complete the seven percent (7%) of eligible personnel as indicated in these guidelines.
- C. Applicants and/or their representatives are responsible for notifying the UWSC of cancellations, and for providing the UWSC with copies of all correspondence and other materials pertaining thereto.

XIV. Correspondence

Copies of all correspondence between applicants and the administration must be forwarded to the Chairperson of the UWSC Committee.

CHEYNEY UNIVERSITY
CHEYNEY, PENNSYLVANIA

LENGTH OF SERVICE FORM

NAME _____

RANK _____

DATE OF APPOINTMENT _____

*LENGTH OF SERVICE (In the SSHE System) _____
(Total No. Of Years) (Paid Service)

NUMBER OF PREVIOUS SABBATICALS _____ DATE
(From - To)

NUMBER OF OTHER LEAVES _____		
TYPE	PAID (Yes/No)	DATE (From - To)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature _____ Date _____ For Official Use Only

(T)	(R)
-----	-----

*Do not include Summer or Winterim employment
*Documentation required for service at other SSHE institutions

CHEYNEY UNIVERSITY
CHEYNEY, PENNSYLVANIA

SABBATICAL LEAVE INFORMATION WORKSHEET

_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____
_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____
_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____
_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____	_____ Candidate _____ Total Years _____ Previous Sabb. _____ Total Points _____

Calculation for Point System

- Total years of Service (Temporary & Permanent)
- (Minus) • Number of previous sabbaticals by years
- (Equals) • Total number of points (Eligible Sabbaticals)

(Minimum points acceptable equals: 7)

Rank Candidate for preferential sabbatical list year _____ by highest number of points



CHEYNEY, PENNSYLVANIA 19319

(610) 399-2000

UNIVERSITY-WIDE SABBATICAL COMMITTEE

Dear _____;

The University-Wide Sabbatical Committee has completed its evaluation of your length of service form.

Please formally apply for a sabbatical leave for the _____ year by contacting your department representative to secure the Request For Sabbatical Leave Form, and follow the guidelines for developing and submitting your proposal.

Complete the following and return to your department representative by **Nov. 15** :

- a. Request for Sabbatical Leave Form (in duplicate)
- b. Proposal

Respectfully,

Chairperson
University-Wide Sabbatical Committee

**CHEYNEY UNIVERSITY
CHEYNEY, PENNSYLVANIA**

REQUEST FOR SABBATICAL LEAVE

(Name)

(Rank)

(Department)

- I. In accordance with the provisions of Section 3, Act 600, General Assembly, 1997, I hereby apply for a (Sabbatical) leave of absence for (Time Period)

(Indicate time period in semester or summers)

to be taken as soon as feasible after I am eligible for such leave under the terms of the Collective Bargaining Agreement and the University-Wide Sabbatical Guidelines.
(Revised 1997)

(Indicate by checking one)

- A. One Semester at full pay
 B. One academic year at half pay
 C. One academic year at full pay (14 years of unused eligibility)
 D. Summer Sabbatical 2 Summers or 4 Summers
 E. One semester and two (2) summers

- II. Purpose for which the leave of absence is requested:

(Indicate by checking one)

- A. Increasing competence in assigned tasks
 B. Fulfilling the specific need of the University school or department
 C. Developing oneself professionally
 D. Making a contribution to society by using professional training to reflect favorably on the University
 E. Restoration of health

III. Return of Employment

I agree to return to my employment with the University for a period not less than one year following the expiration of my leave of absence.

(Date)

(Signature of Applicant)

Date _____

Faculty Name _____

Cheyney University Wide Sabbatical Committee Rating Form

I. Academic and Professional Merit	Possible Points	Score
A. Type of Leave (check one)	10	_____
<input type="checkbox"/> Increase Competence In Assigned Task		
<input type="checkbox"/> Fulfilling A Special Need of the University School or Department		
<input type="checkbox"/> Developing Oneself Professionally		
<input type="checkbox"/> Making A Contribution to Society by using Professional Training to reflect favorably on Cheyney University		
<input type="checkbox"/> Other		
B. Content (4 points each)	20	_____
1. The objective listed in the proposal and the Means by which the objectives were met.	_____	
2. Statement of the relationship between proposed sabbatical leave activities, and the faculty member's growth and development in her/his discipline or profession.	_____	
3. Statement of proposed sabbatical leave activities and the benefit to Cheyney University.	_____	
4. Statement of academic and professional experiences anticipated.	_____	
5. Timetable of proposed activities.	_____	
C. Organization of Materials (5 points each)	20	_____
1. Dark Blue or Black Folder with Clear Cover	_____	
2. Title page Set up as directed in the Guidelines	_____	
3. Type written plan (2-3 Pages)	_____	
4. Cover Sheet labeled "Support Documents" behind the plan.	_____	
II. Length of Service Points	20	_____
III. Total Points	70	_____