

SLIPPERY ROCK UNIVERSITY FACULTY APPLICATION FOR
SABBATICAL LEAVE OF ABSENCE
(REVISED 4/2011)

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INSIDE THIS APPLICATION...	
Sabbatical Application	Page 2
Criteria, General Procedures, and Due Dates	Page 4
Procedures of University Committee	Page 7
Procedures of Applicant	Page 8
Department Personnel Actions	Page 10

This is an Administrative Guide for the sabbatical process. If there is conflict between this guide and the APSCUF agreement, the agreement will apply.

SLIPPERY ROCK UNIVERSITY FACULTY APPLICATION FOR SABBATICAL LEAVE OF ABSENCE (APPROVED 2/98)

I. _____
Applicant's Name

II. _____
Applicant's Rank Department or Service Area

III. In compliance with the regulations, I hereby apply for a sabbatical leave of absence for the period from:

_____ to _____
Beginning Date Ending Date

I am applying for the following time period of leave (indicate 1st and 2nd choice):

18 weeks with full pay 1 academic semester
 2 summers (5 bi-weekly checks each summer)

36 weeks with full pay 2 academic semesters
 1 academic semester & 2 summers*
 4 summers (5 bi-weekly checks* each summer)

36 weeks with half pay 2 academic semesters
 1 academic semester plus 2 summers at half pay*
 4 summers at half pay*

IV. Check the purpose(s) for which the sabbatical leave of absence is requested:

Study/Research Travel Restoration of Health

Other appropriate reason _____

(Attach a DETAILED and COMPREHENSIVE description of the project for which the leave is requested using the criteria and guidelines in this document.)

V. Number of years a member of the staff of a PA State System of Higher Ed including the current academic year.

Number of years of continuous service at Slippery Rock University including the current academic year.

_____ Date of appointment to the staff at Slippery Rock University.

_____ College _____ Other Number of years of full teaching experience including the current academic year.

Complete the following information about previous leaves of one semester or longer, excluding sick leave.

LENGTH	INCLUSIVE DATES	TYPE OF LEAVE	WITH PAY	WITHOUT PAY

*Leave without pay will not be used for calculating years of service.

For prior sabbatical leaves, attach either the written report that was presented to the President on return from the leave, or a summary statement about the project undertaken on leave, including how well the purpose for which the leave was granted were met.

- VI. Sabbatical leaves are approved on the basis of the merit of proposal as submitted in the sabbatical leave application.
1. Any variation(s) in the proposal that substantially affect the content and/or outcomes after approval authorization has been granted will necessitate a proposal resubmission for re-evaluation by the Campus-Wide Committee on Sabbatical Leaves and by the University Administration. Any resubmission must include a copy of the original proposal as well as the new revised proposal.
 2. For minor changes in the design or timing of the project, please submit a letter notifying the University President with a copy to the Campus-Wide Committee on Sabbatical Leaves of these modifications.
- VII. I also agree to return to my employment with Slippery Rock University ofr a period of not less than one year immediately following the expiration of my sabbatical leave.
- VIII. Upon my return I agree to submit a report in writing to the University President, with a copy to my Dean, current Campus-Wide University Sabbatical Committee, and Department Chair describing the extent to which I was able to carry out my proposed plans.

Date		Signature of Applicant
Date	Approved/Disapproved	Department Chair/Senior Administrator
Date	Approved/Disapproved	Chair, Department Sabbatical Committee
Date	Approved/Disapproved	Chair, Campus-Wide Committee
Date	Approved/Disapproved	President or His/Her Designee

Criteria and General Procedures for Awarding Sabbatical Leaves of Absence

CRITERIA

Legislative Act 260 sabbatical leaves are granted to qualifying personnel according to the 1968 legislative enactment, Act 260.

“A leave of absence for a period not to exceed eighteen college calendar weeks with full pay or leave of absence for a period not to exceed thirty-six college calendar weeks with half pay, for restoration of health, study, travel or other appropriate purposes, may be granted to any member of the faculty of any state college who has completed seven or more years of satisfactory service...provided that at least five consecutive years of such service shall have been rendered to the college from which the leave is sought.”

From the 1981 Collective Bargaining Agreement between the Commonwealth of Pennsylvania and APSCUF, the following conditions are imposed.

1. If a faculty member is granted a sabbatical leave during the summer periods, the faculty member shall receive five bi-weekly checks for each of the two summer periods. However, a faculty member granted such a sabbatical leave shall not be eligible for a summer school contract.
2. No faculty member who resigns or who is retrenched, terminated, or for any other reason leaves employment...shall be entitled to request or be considered for the grant of a sabbatical leave.
3. A faculty member on sabbatical leave may receive a notice of retrenchment.
4. A committee chosen by and from the faculty shall receive applications for sabbatical leaves at a time and in a manner which it shall determine and announce.
5. The committee shall review applications and forward the full list of applicants, with recommendations, in priority order to the President at least eleven (11) months before the leave is to commence.
6. Should the President and/or designee reject, in whole or in part, the recommendations of the Committee, the Committee shall be notified in writing and the Committee shall be given an opportunity to discuss the matter with the President and/or designee. The President shall announce his/her decision with respect to the granting of sabbatical leaves, no later than eight (8) months prior to the beginning of the leave.
7. The President at his/her sole discretion has the right to consider requests for and make the determination concerning the grant of sabbatical leaves as he/she 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.

8. This application/guideline is not to change the intent of the CBA. Where there is a question regarding the interpretation of this document, the CBA will be implemented.

GENERAL PROCEDURES

1. Application forms for sabbatical leaves may be obtained from the APSCUF Office or the office of the appropriate Dean.
2. The completed application forms shall be submitted on green paper in **quadruplicate** according to the following schedule:

DATE	ACTOR (S)	ACTION	RECIPIENT OF ACTION
By 1 March	Campus-wide Committee and University President	Meet to review criteria and guidelines. Determine faculty complement and the resulting number of leaves.	
By 1 March	Sabbatical Applicant	Submits 3 copies of the application to→→→→→ Submits 1 copy of the application to→→→→→	Department Committee Department Chairperson
By 1 April	Department Committee	Forwards 3 copies of application and its recommendations to→→→→	Campus-wide Committee
By 1 April	Department Chair	Forwards 1 copy of application and his/her recommendations to→→→→	Campus-wide Committee
By 7 April	Campus-wide Committee	Forwards 2 copies of the application to→→→→→	University President
By 1 May	Campus-wide Committee	Forwards recommendations and ranked list to→→→→	University President
By 15 September	University President	Consults, when there are differences between the committee's recommendation and the President's final decision with→→→	Chairperson , Campus-wide Committee
By 10 October	University President	Announces final decisions	Applicants

3. An applicant may, but is not required to, request an appearance before the Campus-Wide Committee in support of his/her application. **Such a request should accompany the application.**
4. By February 1, the President will inform the Committee of the complement of faculty.
5. Each department will constitute a sabbatical leave committee in such a manner as to exclude applicants. Committee tasks shall be to:
 - a. Verify applicant's years of teaching experience/professional performance;
 - b. Verify years since last sabbatical;

- c. Verify years of continuous service;
 - d. Place applications in priority ranking with an evaluative statement for each proposal.
6. The Department Chairperson will, in addition to evaluating and making recommendation on each proposal, report the impact upon the operation of the Department if a specific leave is granted. When the applicant is the Department Chairperson, refer to the attached document (Department Committee Composition For Department Personnel Actions).
7. The Campus-Wide Committee will:
 - a. Review guidelines and criteria with the President before reviewing proposals;
 - b. Establish, with the President, the 7% complement number of leaves available; the 7% is from the FTE faculty on October 1;
 - c. Evaluate the merits of each proposal;
 - d. Select the 7% complement number of leaves to be recommended;
 - e. Rank the proposals in priority order.
8. No reviewing body/person will employ criteria in the evaluation process that are in addition to or that conflict with the criteria set forth in this document.
9. If the President's final decision differs from the recommendations made by the Campus-Wide Committee, he/she will first consult with the Committee Chairperson before announcing his/her final decision(s).
10. All recommendation pertaining to the sabbatical leave applicants will be maintained in their respective personnel files and will be available for review after the granted leaves are announced.
11. Upon return from a sabbatical leave, the applicant-recipient of the leave will report in writing to the President, with copies to Department Chairpersons, Deans, and the appropriate divisional Vice President, the extent to which the proposed objectives of the leave were achieved. In subsequent future applications for sabbatical leave, such reports will be appended to the application.
12. If, upon request from a faculty member, the President deems it necessary to grant a sabbatical leave for a restoration of health after the sabbatical leaves have been announced for a given year, the leave for restoration of health will be counted as one of the next succeeding year's leaves.

CAMPUS-WIDE COMMITTEE PROCEDURES FOR PROCESSING APPLICATIONS

I. Calculating Proposal Points

- A. Each Committee member will read all the proposals.
- B. The Committee will then discuss the merits of each proposal.
- C. Each member will provide an evaluative rating for each proposal over his/her signature, awarding points on a scale of 0-80 based on how well the applicant showed evidence for:
 - 1. expected benefit to the university community
 - 2. expected professional growth
 - 3. expected personal growth
- D. Committee members' ratings will be evaluated for inter-rater reliability. That is, when there are disparities in ratings of more than 20 points from the average number of points assigned a given proposal, the disparity will be resolved by discussion and action of the entire committee.
- E. The proposal scores will be averaged.

II. Tabulating Seniority Points

- A. The applicant will be awarded one (1) point for each year of service.
- B. Applicants who have been granted prior sabbatical leaves will have seven (7) points subtracted from the total seniority points for each semester of full pay or its equivalent.
- C. Applicants who have been granted prior leaves without pay will have one-half (1/2) point subtracted from the total seniority points for each semester of leave without pay or its equivalent.
- D. The maximum seniority points for any applicant is twenty (20).

III. Calculating Total Points and Ranking the Proposals

- A. Final scores will be the sum of the proposal score and the net seniority score. The maximum score for any applicant is 100.
- B. All proposals will be ranked according to the final score with the number of top scores equal to 7% of the faculty complement receiving the committee's recommendation for the sabbatical leave award. All proposals will be forwarded to the President as ranked, without specific proposal scores.
- C. In case of a tie for any individual rank in the order of proposals, the applicant with the highest seniority will be awarded the higher rank. In the event two or more applicants have equal seniority in a tie situation, ranking will be done by drawing lots.

SUGGESTIONS TO THE APPLICANT FOR WRITING THE SABBATICAL LEAVE PROPOSAL

Sabbatical leave proposals must be complete and revealing, detailing with supportive information the plan, procedures, and anticipated benefits of the leave. In your proposal you will want to give reasons which support the need for total released time afforded by a sabbatical leave, reasons, if any, why the project must be carried out at this particular time. Whether the project will be completed during the sabbatical leave or, if not, whether definite plans have been made for follow-up work after the leave has expired; proposed arrangements for publications, performances, exhibitions, or other application of the results of the project. While you will have the latitude to determine the extensiveness of your proposal, you will also want to include information in the following nonprioritized areas where applicable, for example:

- A. If the purpose of the sabbatical leave is to do advanced graduate study which is part of a degree program, you are to:
 - 1. Include an official transcript of graduate work completed to date.
 - 2. Explain how the leave for this purpose will improve your teaching and service to the institution.
 - 3. Provide details concerning the specific courses and educational activities that you plan to pursue during the leave and show how these will improve your competence in your discipline.
 - 4. Enclose a letter from the graduate advisor in which he/she indicated his/her appraisal of the work that is to be completed for the degree requirement and the length of time that he/she thinks will be needed to complete the degree.
 - 5. Indicate the degree that you are pursuing. Point out the major and the cognate areas of your program.
- B. If the purpose of the sabbatical leave is to do advanced study which does not lead to a degree, provide the following information:
 - 1. Tell the nature of and need for this advanced study; mention its significance to you and to the institution by pointing out benefits that will be derived.
 - 2. Explain how the study project will require the full amount of your requested leave.
 - 3. Give evidence that university/organization officials are interested in offering their facilities for your study/research project.
- C. If the purpose of your sabbatical leave is for research or publication, provide the following information:
 - 1. A detailed outline of your proposed research study or publication.
 - 2. Copies of your communications with publishers concerning any major publications under consideration, such as textbooks, critical works, novels.
 - 3. Tell what previous contributions you have made in the area that you are planning to do research and/or write.
 - 4. Tell how much time you anticipate will be required beyond the requested sabbatical leave time to complete your research and/or publication.
- D. If the purpose of the sabbatical leave is for travel, you are to:
 - 1. Submit a detailed outline of your itinerary with schedule of dates.
 - 2. Tell the ways the proposed travel will improve your teaching.
 - 3. Show any relationships between your travel and
 - a. research

- b. publications
 - c. professional responsibilities at the university
- E. If the purpose of the sabbatical leave is for restoration of your health, you are to:
 1. Provide medical substantiation which includes a physician's opinion concerning the length of absence time that will be required for the restoration of health before professional responsibilities can be resumed.
 2. Indicate the number of accrued sick leave days earned at Slippery Rock University.
- F. If the purpose of the sabbatical leave is for any other appropriate reason, submit sufficient detail to justify it.

**DEPARTMENT COMMITTEE COMPOSITION FOR DEPARTMENT PERSONNEL ACTIONS
(PROMOTION/TENURE/SABBATICAL/EVALUATIONS)***

- I. When only the department chair applies:

When the chair is the only member of a department who applies, the department shall elect, by secret ballot, one department member (who is not on the department committee for the action) to read the application and to write a performance review of the department chairperson's fulfillment of responsibilities and other categories used in the process.
- II. When the chair and other department members apply for the same action:
 - A. One department member, elected by secret ballot by the department, and not on the committee, shall read the applications and write performance reviews of the candidates.
 - B. The duly elected department member shall be responsible for reading the applications and ranking the candidates applying for promotion at the same level as the chairperson.
- III. In either situation:
 - A. These reviews and rankings shall be clearly marked "FOR PROMOTION [TENURE/SABBATICAL/ETC.] – AD HOC CHAIR REVIEW."
 - B. The University-wide committee shall utilize these reviews as though they had been written by the regular department chairperson.
- IV. When a department is too small to meet the required minimum of three regular full-time members on a committee:
 - A. Each applicant shall submit to the department committee and the university a list of at least two but no more than four names of faculty members from other departments who,
 1. Are willing to serve on the department committee, and,
 2. Have some knowledge of the applicant's performance in some of the categories used for evaluation.

- B. The department shall elect, by majority vote in a secret ballot, a sufficient number of persons from the list of nominees to bring the department committee to the minimum membership of three.
- C. If no names on the list are acceptable, the CBA (Article 12,C, 1, a) shall apply.

William Williams
President, Local APSCUF

G. Warren Smith
President, Slippery Rock University

Revised September, 1999

Reaffirmed under Article 43 B. of July 1, 1996 to June 30, 1999 APSCUF Agreement.