

ARTICLE XXI

SABBATICAL LEAVE

A. Eligibility

The Chancellor of the University may grant a sabbatical leave of absence to a faculty member who has served as such at the University or its predecessor institutions for at least six consecutive* academic years following initial employment or termination of previous sabbatical leave. Subject to the provisions specified by the "Memorandum of Agreement for Sabbatical Leave of Absence", herein attached as Appendix A-10, sabbatical leave may be granted to a faculty member for a period of one year at half pay or a for a period of a half year at full pay.

B. Criteria

The criteria for sabbatical leave include but are not limited to the following:

1. Specific plans for study and research,
2. The earning of a terminal degree,
3. The retraining of a faculty member to meet current University needs,
4. Scholarships and/or fellowships.

The validity of a specific proposal shall be judged by the faculty member's department and College Dean.

C. Request for Sabbatical Leave

1. Application Deadline

A faculty member who wishes to be considered for sabbatical leave shall make written application to his or her Department Personnel Committee between October 1 and October 10 of the academic year preceding the academic year in which sabbatical leave is requested.

2. Application Requirements

Applications for sabbatical leave shall set forth the following:

- a. The date on which the faculty member will have completed six continuous years of service in the University or its predecessor institutions or, if sabbatical leave has been granted previously, the date on which the faculty member will have completed six years of continuous service after termination of such prior leave;
- b. The period for which sabbatical leave is requested;

* An approved leave of absence to a full-time faculty member or librarian shall not be counted as a year of service and shall not be construed as a break in consecutive years of service with the University.

- c. In detail, the nature of the activity which is planned during the sabbatical leave and its relationship to the applicant's objectives and his or her role at the University;
- d. the place(s) where the sabbatical leave activity is expected to take place and
- e. Disclosure of all financial compensation relative to the purpose for which sabbatical leave has been requested including, but not limited to grants, fellowships and teaching.

D. Procedure and Time Table for Approval of Sabbatical Leave Requests

1. Department Personnel Committee

The Department Personnel Committee shall review applications for sabbatical leave promptly and shall reach decisions concerning the granting and prioritizing of sabbatical leave requests. These decisions shall be submitted to the Dean of the College, together with a departmental impact statement, by October 30 of the academic year preceding the year in which sabbatical leaves have been requested. The departmental impact statement shall explain how the concerned department must be compensated for the absence of each sabbatical leave applicant and shall specify the means by which such compensation must or can be provided. Compensatory actions may include but need not be limited to the following:

- a. Increased workload of other department faculty members,
- b. Increased class sizes,
- c. Staggering of courses on a semester basis,
- d. Postponement of applicant's courses, and
- e. Team teaching.

Insofar as possible, each department should attempt to compensate for the absence of a sabbatical leave applicant by means of its own resources.

2. College Dean

Upon receipt of the names of sabbatical applicants so recommended by department personnel committees, the Dean of the college shall review department recommendations and shall establish a priority list of names of recommended individuals. The Dean shall forward his or her recommendation to the Provost by November 10 of the academic year prior to the year in which sabbatical leaves have been requested. The Dean's recommendation shall contain an impact and resolution statement for the College.

3. Provost

Upon receipt of sabbatical leave recommendations from College Deans, the Provost shall forward to the Chancellor by November 25 those sabbatical leave requests which he has approved. The recommendations of the Provost shall include an impact and resolution statement for the University.

4. Chancellor

By December 10 the Chancellor shall notify faculty regarding their sabbatical leave requests.

E. Appeal of Denial of Sabbatical Leave Request

If a request for sabbatical leave is not positively recommended at any level of the review process, the faculty member may appeal the negative recommendation to the Chancellor.

F. Funding Associated with Sabbatical Leaves

Although colleges of the University generally will have discretionary use of unused funds accruing from sabbatical leaves, the Provost reserves the right to reallocate one half of the annual salaries of individuals on leave for the full year in order to fund necessary replacements for individuals who have been denied sabbatical leaves of one semester for reasons of replacement funding. To assure that the privileges of sabbatical leave will be available to all colleges in the University, regardless of their current resources or to allow the granting of sabbatical leave under what might be defined as extraordinary circumstances, a college may petition for the use of funds in the "03" account to provide for temporary replacement of individuals who have applied for sabbatical leaves.

G. Savings Clause

Notwithstanding provisions of this Article to the contrary, the University and the Union agree jointly to seek a policy change or a legislative enactment, as may be appropriate, to achieve sabbatical leave conformity with customary practice in Higher Education.

H. Librarian Sabbatical

In recognition of the critical academic support function of librarians, the importance of their learning to the common academic enterprise, and the necessity of their having research opportunities in appropriate instances, it is agreed that there may from time to time be librarians highly qualified from a research standpoint with serious, appropriate and highly significant research projects pending who should and shall be eligible for a form of sabbatical leave opportunity. The application procedures, criteria, duration, etc. shall be formulated by the MSP librarian representative and the Director of Libraries, subject to the approval of the Provost provided that, notwithstanding anything else to the contrary, there shall be no appeal or grievance rights from the judgment of the Provost as to whether or not a particular librarian sabbatical should be granted; his judgment shall be final.

The Director of Libraries shall insure that a memorandum setting forth the application procedures, criteria, duration, etc. is issued to Librarians.

J. Non-tenured Faculty/Librarian Sabbatical

The parties understand that mentoring and monitoring the progress of faculty who have yet to attain tenure is important for the faculty member and continued success of the University. It is well understood that tenure is obtained by several criteria among which include research and publication. In order to provide a non-tenured faculty member the necessary time and underwriting for this important aspect of tenure consideration, a one-half year paid sabbatical leave may be granted between the unit member's third and sixth year of employment. Except as provided herein, the process for requesting and granting such leave shall be consistent with the

procedures set forth in sections A, B, C, D, and H of this Article. It is understood that a leave for the purposes described herein will not impact the sabbatical leave process for tenured faculty. All costs, including the cost of replacement faculty associated with this provision shall be borne by the University so as not to adversely impact the sabbatical leave process for tenured faculty.