

APPLICATION PROCESS FOR SABBATICAL LEAVE

The following steps should be followed to apply for Sabbatical leave:
Check the parentheses () as you prepare your application.

() 1. Complete the REQUEST FOR SABBATICAL LEAVE OF ABSENCE FORM.

() 2. Complete the SABBATICAL LEAVE RATING FORM BY CHECKING THE CATEGORY IN WHICH YOU BELIEVE YOUR APPLICATION BELONGS. ALSO WRITE IN THE NUMBER OF YEARS OF SERVICE ACCUMULATED TOWARDS A SABBATICAL. (Contact Human Resources Office to verify years of service).

() 3. Prepare a **narrative** to include the following aspects:

A. **Overview:** A general description of the background and scope of your project.

B. **Purpose:** A rationale for the project.

C. **Activity and/or Methodology:** A detailed description of what you will do and where, when and how you will do it.

D. **Significance and expected outcomes:** An explanation of the general impact of the project, including a specific description of the benefits to be derived.

E. **Supporting Material:** Documentation relevant to your proposed sabbatical leave, i.e. letters from publishers, a statement from your dissertation advisor, confirmation from another university that you have been accepted for post-doctoral study, a letter of support from your department chair, etc. Decisions will be based *only* on the information contained in the written request, as submitted. Only *one* proposal/project will be accepted from each person.

() 4. Contact Human Resources and obtain verification of your years of services. Attach this documentation to the application.

() 5. Hand deliver **two** application packets (including forms and narrative) to **Mary Buchanan or Connie Gamaluddin at the Reference Desk in the library**. The deadline for accepting applications is 4:30 p.m., Monday, March 28, 2011. **NO APPLICATIONS WILL BE ACCEPTED AFTER THAT DEADLINE**. Be sure to obtain a receipt for your application. Keep a copy for yourself.

SABBATICAL LEAVE GUIDELINES

The basic procedures for granting sabbaticals to the university and Sabbatical Leave Committee (SLC) in the Collective Bargaining Agreement between APSCUF and the State System of High Education, Article XVIII, Section A: Sabbatical Leaves. Additionally the following will apply:

1. The Request for Sabbatical Leave of Absence will be available to all faculty members after January 1. Interested faculty members may obtain copies of the form from the chairperson of the SLC. All requests must be submitted in duplicate along with supporting materials as directed by the SLC by 4:30 p.m. on the fourth Monday in March.

The SLC will forward to the Provost, with copies to the appropriate chairpersons and deans, a list of those requesting sabbatical leaves.

2. Each faculty member requesting a sabbatical leave must indicate his/her agreement to return to employment with the University for a period of not less than one (1) year immediately following expiration of the leave. A statement of this effect is contained on the application form which must be signed,

3. Requests for sabbatical leaves are not carried over to succeeding years. All faculty members who wish to renew their request for a sabbatical leave must submit a new request form. In all instances, such requests shall be considered without prejudice.

4. Requests for sabbatical leaves will be reviewed:

- a. on the basis of academic and professional merit.
- b. on the basis of years of service to Clarion University and the State System of Higher Education in Pennsylvania accumulated toward a sabbatical considering previous sabbatical leaves or academic leaves with pay.

5. The time and duration of a sabbatical leave must be mutually agreed to by the applicant and by the University President who will consult with the Dean and Provost.

6. Summer sabbaticals will be granted upon justification, particularly that the nature of the work be completed is best accomplished during summer or if there are compelling departmental programmatic reasons for recommending that the leave be taken during the summer.

7. All sabbatical leave applicants shall have the option of appearing before the SLC in order to support their requests for leave.

8. The SLC will review the applications and forward to the President by June 1 the full list of applicants with its recommendations in priority order and shall notify each applicant of its recommendations.

9. In any given year, the University will grant sabbatical leaves of absence to 5% of the faculty on a headcount basis without deviation from the priority list of the SLC. The President may award another 2% from the remainder of the list at his/her sole discretion. For the purpose of counting total headcount of faculty will only include tenured plus probationary.

10. The President shall notify applicants on the final status of their request by August 1.

11. Requests for changes by faculty after August 1 must be submitted in writing to the President for approval.

12. Written Sabbatical Leave Reports must be submitted to the President by the end of the first semester after the completion of the sabbatical leave.

Signed by:

Dr. Diane L. Reinhard, President of Clarion University – December 19, 1991

Dr. Robert S. Balough, President of APSCU – December 18, 1991

The agreement shall become effective with the 1991-1992 academic year. This agreement may be changed by mutual consent of both parties. The attached sabbatical leave Rating Form and the Request for Sabbatical Leave of Absence Form are part of this agreement.

SABBATICAL LEAVE TECHNICALITIES

Please refer to the APSCUF Collective Bargaining agreement Article XVIII.

1. Leaves requested during the 2010-2011 academic year will be granted for the 2012-2013 academic year.

2. Faculty are required to have completed a minimum of 7 years to be eligible for a sabbatical, 5 of which must be consecutive years at the institution where the leave is being requested.

3. Any leaves without pay will *not* be counted toward service years.

4. Only *full-time* service at a SSHE university may be counted towards eligibility time.

5. Leaves may be requested in several scenarios, (bearing in mind that it is the university president's discretion on the time frame for any requested leave):

With 7 years eligibility:

- a. One semester at full pay
- b. One academic year at half-pay
- c. Two summers

With 14 years eligibility:

- a. One academic year at full pay
- b. Four summers
- c. One academic semester plus two summers

6. Time while on sabbatical leave counts towards additional service years.

SABBATICAL LEAVE - FREQUENT QUESTIONS

1. How does the Committee evaluate the applications submitted?

Each member of the committee reads each application and scores it from 0 -50 points based on the merit of the proposal. These scores are then averaged to arrive at the merit score. Years of service are credited at 3 points for every year of service beyond seven (i.e., 10 years of service would yield 9 points). Years of service are credited up to the beginning of the sabbatical leave applied for (in this case, through May 2012). To get total points, we add the averaged merit points and points for years of service.

2. How many sabbaticals will be granted?

Article 18. A. 11 of the contract reads: Each university may grant sabbatical leaves of absence in any one (1) year to up to seven percent (7%) of its faculty.

3. What about previous sabbaticals?

If an applicant had previously taken a sabbatical leave, the appropriate number of years will be deducted from years of service (7 for 1/2 year, 14 for a full year, full pay).

4. What do we look for in an application?

Quality supporting material, but not quantity. Keep it simple so we can understand the purpose. Follow the guidelines set out in the application document.

5. Is documentation required with the application?

Include documentation that is directly relevant to the project proposed. Keep documentation to a minimum.

6. How are sabbatical leave recipients held accountable?

Written sabbatical leave reports must be submitted to the President by the end of the first semester after the sabbatical leave is complete.

7. When and where is the application to be delivered?

The application due date is Monday, March 28, 2011. Applicants must deliver two (2) copies of their application to **Mary Buchanan or Connie Gamaluddin or their representatives at the Reference Desk in the library** by 4:30 p.m., Monday, March 28, 2011. NO APPLICATIONS WILL BE ACCEPTED AFTER THAT DEADLINE. No exceptions will be made to the deadline. Applicants should be sure to get a receipt.

8. Is it possible to look at some successful application?

Two successful applications from last year are on reserve at the library under Sabbatical Leave Application.

9. Can you apply for two consecutive sabbaticals?

No, you must apply again next year for a second sabbatical*

10. Do projects abroad count the same way as projects performed within the United States?

Sabbatical-leave projects can be performed both in the United States and abroad.

11. Are summer sabbaticals acceptable?

Summer sabbaticals are granted based on justification. See point 6 under *Sabbatical Leave Guidelines*.

* Revised February 2011

**Formula for Calculating Years of Service Points for
Sabbatical Leaves for the Year 2012-2013**

- A. Subtract the date of first employment at a SSHE institution from May 2012 to find the *total years of service*
 - B. Subtract from *total years of service* the following:
 - any time spent working a less than full time
 - any time spent on unpaid leave of absence
 - the number of previous sabbaticals* x 7
 - C. Subtract seven (7)
 - D. To find *years-of-service points*, multiply the remainder found in (C) by 3.
- * One sabbatical leave is defined as:
 - 1/2 year at full pay, or
 - 1 year at half pay, or
 - 2 summers at full pay, or
 - 4 summers at half pay