

Eastern Connecticut State College

Sabbatic Leave Policy

Administrative Faculty

Fall 2006

PURPOSE

Sabbatical Leaves are granted only for the benefit and advancement of the Connecticut State University and must be for purpose of scholarly and creative endeavors that enhance the member's professional competence.

I. Eligibility

Upon the completion of six (6) years of full-time service, a member is eligible to be considered for sabbatical leave. After a sabbatical leave, a member becomes eligible for another such leave after the completion of an additional six (6) years of full-time service. Waivers of these time periods may be granted at the President's discretion.

II. Application Procedure

- A. An official application from may be secured in the office of the President.
- B. Applications must be presented to the Chairperson of the Sabbatic Leave Committee by December 1 in order to be considered for Sabbatic Leave for the following academic year. Do not let the possibility of a grant notification delay filling of the application.
- C. Applicants will be notified of the status of their application by February with final announcement of sabbatical granted for the following calendar year no later than April 1.

III. Benefits and Responsibility

A. Remuneration, Benefits, and Length of Time

Salaries for persons on sabbatical shall be full pay for such leaves up to one-half (1/2) year of half pay for leave greater than one-half (1/2) year but less than or equal to one (1) full year. During sabbatical leave, the member shall be eligible for all scheduled salary adjustments and for all other applicable benefits which would have been provided to him/her by the University were the member not on leave. Sabbatical Leave may not exceed a year in duration, but may be scheduled for shorter intervals appropriate to the individual project.

B. Activity Engaged in While on Sabbatical

- 1. A grant may be accepted during the period of the sabbatical.
- 2. An individual shall not accept any full-time remuneration position.
- 3. An individual may not accept a position that will work to the detriment of his/her sabbatical plan.

C. Protection of Administrative Faculty Member in Job Benefits

Full rights and job benefits of administrative faculty members on sabbatical leave shall be protected and maintained during the period of leave, in accordance with the current Collective Bargaining Agreement between SUOAF-AFSCME – Council 4 – Local 2836 and the Board of Trustees for the Connecticut State Colleges.

D. Responsibilities of Recipients

1. The recipient shall submit, within two months after completion of the sabbatical leave, a report to the President and the Committee. The report shall clearly indicate how well the objectives of the leave have or have not been fulfilled. The report submitted to the President shall be forwarded to the University Archives for permanent archival storage.

2. The Sabbatical Leave Committee shall arrange for one or more presentations to the college community by each sabbatical recipient.

IV. Sabbatic Leave Committee Selection and Implementation

A. The Sabbatic Leave Committee shall consist of three members of administrative faculty elected by SUOAF-AFSCME members.

A. An administrative faculty member applying for sabbatical may not be eligible to serve on the above committee.

B. Administrative faculty members shall serve for a period of two years except that terms shall be staggered initially.

C. Annually, two individuals shall be appointed to the committee.

B. Rotation of Sabbaticals Among Administrative Faculty

An administrative faculty member who applies for a sabbatical leave and is denied the privilege may apply without prejudice the following year.

V. Basic Criteria for Evaluation of Sabbatic Leave Application

A. Contribution to the professional growth of the individual.

B. Contribution to specific development needs of the institution.

C. Translate new knowledge from one field to another.

D. Increase the depth of knowledge in a given area.

E. Contribute to the profession and/or the discipline.

F. The number of sabbatical leaves available each year is limited and depends upon the availability of funds. Leaves are granted without regard to seniority or to the number of years a member has been eligible for sabbatical. Written proposals for sabbatical leaves shall be submitted as prescribed by the particular University. Each proposal will be judged on its merit through a process proposed by the University Senate and approved by the University President.

VI. Committee Requests for Further Information

A. The Sabbatic Leave Committee may request further information from the applicant.

B. The Sabbatic Leave Committee shall recommend the names of the candidates selected to the President of the college.

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Approved

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Disapproved

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Date

Reason for Disapproval:
