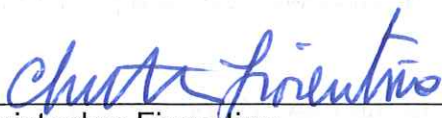





**WEST CHESTER UNIVERSITY OF PENNSYLVANIA**

**STATEMENT OF  
SABBATICAL POLICIES AND PROCEDURES**

The attached Statement of Sabbatical Policies and Procedures is herewith approved:

  
\_\_\_\_\_  
Christopher Fiorentino  
Interim President

5/6/16  
Date

  
\_\_\_\_\_  
Mark Rimple  
President, Local APSCUF

5/6/16  
Date

## **WEST CHESTER UNIVERSITY OF PENNSYLVANIA**

### **STATEMENT OF SABBATICAL POLICIES AND PROCEDURES**

Consistent with the Collective Bargaining Agreement, the awarding of sabbatical leave to members of the faculty is at the discretion of the President of the University. This policy and procedure is not intended to supersede the language and procedures of the CBA under Leaves of Absence.

#### **General Policy**

##### **A. 7% Clause**

Up to a total of 7% of the faculty may be awarded sabbatical leaves annually.

##### **B. Definition**

Sabbaticals are here defined as projects evaluated on merit and awarded for a particular sabbatical time period.

Sabbaticals for health restoration will be included as part of the total. When the time frame for the sabbatical determination process cannot be adhered to, such sabbatical decisions will be at the discretion of the President of the University. The President of APSCUF will be consulted.

##### **C. Merit of Project**

The following defines merit as it relates to a sabbatical project:

A meritorious project or activity is one that enhances teaching, develops professional competence, or increases one's ability to serve the academic community. The project or activity should reflect favorably on the academic community, the profession, and/or the university and produce results that can be assessed within one's discipline, academic community, and/or professional field. Merit includes but is not limited to:

1. Highest Significance
  - a. Scholarly and creative work that further enhances one's professional growth or disciplinary competence
  - b. Further development of one's teaching skills and competence.
  - c. Strengthening one's ability to fulfill responsibilities as a member of the university community.
2. High Significance
  - a. Educational travel and study related to one's professional interests and responsibilities
  - b. Unique opportunities for personal or professional growth and development
  - c. Application of one's profession in the outside community in a way not necessarily related to the university

#### **D. Meritorious Service**

Meritorious service is a critical component of a successful application for sabbatical leave. It includes activities that contribute significantly to the applicant's discipline, West Chester University, and the profession at large.

The following examples are representative, but do not constitute a complete list:

##### 1) Leadership positions:

- Chairing university committees and departments;
- Chairing professional association committees; and
- Chairing committees that organize and plan local, regional, and national conferences.

##### 2) Other significant activities:

- Active participation on campus committees;
- Contributions to academic and professional organizations beyond WCU;
- Development of significant partnerships between the university and the community;
- Retraining or developing new competencies to serve the university beyond the classroom; and
- Specific and continuous service to students and student groups.

Review of this section will focus on service since the applicant's last sabbatical leave.

#### **E. Years of Service and Eligibility**

Act 182 and the Collective Bargaining Agreement specify that 7 years of service are required for each sabbatical. The Collective Bargaining Agreement states "At least five (5) consecutive years of such service shall be rendered to the university from which leave is sought." Faculty members may not apply any earlier than three (3) semesters following

the semester in which a previous sabbatical has been taken, regardless of the number of years of service credited towards the sabbatical.

*For example, a faculty member takes sabbatical leave in the Fall of 2017. Assuming the faculty member has the required years of service, he or she could submit an application in Fall of 2019 for another sabbatical to be taken in the Fall of 2020 or later.*

## **F. Application Rating Scale**

Sabbatical-leave applications will be reviewed using the following rating scale and procedures:

1. Up to 70 points for the quality of the project
2. Up to 20 points for meritorious service
3. Up to 10 points for years of service based upon the following:
 

10 points for 30 years
9 points for 25 years
8 points for 20 years
7 points for 15 years
6 points for 10 years
5 points for 7 years
4. Candidates receive one (1) seniority point for each semester of service. Years of service toward sabbatical will be based on the official seniority list at the time the sabbatical is taken and calculated by subtracting 14 points (for 7 years) for each previous sabbatical granted from total seniority points and dividing by two (to convert semesters to years).
5. Years of service will be used as a tie-breaker if two projects have received the same score and the limit would deny the granting of a sabbatical for all but one of the tied parties. In the event there is still a tie, the party who has not received a sabbatical within seven years shall be given preference. If there continues to be a tie, the tie will be broken by lot.

## **G. Intra-Departmental Sabbatical Requests**

Given positive recommendations of a sabbatical request by the chair of the department and the school/college dean, the decision to grant a sabbatical will not be affected by the

number of faculty members in a single department who request sabbatical leave during a given application period.

#### **H. Deferred Sabbaticals**

With the support of the department and the concurrence of the dean of the college/library director or appropriate manager (for non-classroom faculty) and provost and reasonable notice, a faculty member granted a sabbatical may postpone that sabbatical for at least one semester but for no more than two.

#### **I. Project Changes**

Examples of allowed changes to approved sabbatical projects include, but are not limited to, the following:

1. Change in the semester during which the project is conducted
2. Change in the period of the sabbatical (one semester vs. one academic year)
3. Change in collaborator or institutional site
4. Change in project scope or technique

If a change has the potential to affect the ability to complete the project or the expected outcomes, input from the recommending body will be required.

Requests to change from an approved project to a new one are not allowed outside of the established procedure. Changes of this type must be re-submitted as a new proposal, but may use the deferred sabbatical provision to schedule the date of the sabbatical.

#### **J. Summer Sabbaticals**

Sabbaticals granted during summer are not the norm. However, there are unique circumstances in which a summer sabbatical may be appropriate. Examples of these types of circumstances could include:

1. A faculty member's sabbatical research can only be conducted during the summer months (e.g. mountainous areas are impassable during the winter or some research can be conducted only in summer).
2. A faculty member's sabbatical research is part of a joint research effort that requires participation during the summer.

Other reasons may be considered on an individual basis, upon faculty petition. In such an instance the special case will be an issue for local Meet and Discuss. Since it is possible to increase costs of sabbaticals to the University through the misuse of summer sabbaticals, care must be taken to use them in a judicious manner.

#### **K. Post-Sabbatical Responsibility**

The granting of a sabbatical leave obligates the faculty member to the following: return to university employment on campus for one year following the leave; fulfill the stated purpose as outlined in the approved application for sabbatical leave, and provide a post sabbatical report as indicated in the sabbatical policy and procedures.

#### **L. Time Period for Submitting Sabbatical Requests**

Applications for a sabbatical must be submitted at least two semesters (for fall leave) or three semesters (for spring leave) prior to the proposed sabbatical leave.

#### **M. Sabbatical Leave Committee**

A faculty-elected Sabbatical Leave Committee (SaLe) shall consider and recommend applications for sabbatical leave.

#### **N. Rejection for Inadequate Presentation**

In the event that a submitted proposal is inadequate in its presentation, the committee may reject the proposal. The applicant may resubmit the revised proposal the following year for consideration. Consultation on the revision with the SaLe Committee Chair is recommended.

#### **O. Evaluation**

This general policy statement will be reviewed for reaffirmation by APSCUF and management every three years starting in 2019, or earlier if requested by either party. Changes or modifications to this document will be made using the process by which it was created.

## Procedures

### A. Applications

Sabbatical-leave applications will be submitted using the official application available on the Provost's webpage (available in WORD format) and will include a detailed summary of the purpose of the sabbatical. Applications should adhere to the word limits indicated on the sabbatical application form. If it exceeds this maximum length, it will be rejected.

All applications must be submitted in hard copy. No electronic files will be accepted.

#### Process of Submission:

- Download, save, and fill out the Word document "Application for Sabbatical Leave." The application form is on the Provost Office website.
- Print and sign your original form. Then, take the form and accompanying documents (curriculum vitae, budget, letters of support, previous sabbatical report) to your Chairperson.
- Request that the Chairperson sign the form. Take the form and documents to the Dean.
- Request that the Dean sign the application. Take the form and documents directly to the Provost's Office and sign the login sheet.
- The application must be received by the deadline date of ~~March 15~~ September 15th

### B. Timetable

**The following are important dates during the sabbatical review process.**

2016-17 Only	Beginning 2017	ACTION
March 15	September 15th	Faculty member submits sabbatical application to Provost's Office using the PDF format form available on the Provost's webpage (one hardcopy)
May 15 <sup>th</sup>	November 15th	SaLe Committee submits recommendations to the President or his/her designee
July 1 <sup>st</sup>	December 15th	The President or his/her designee notifies faculty of sabbatical leaves granted

*The Faculty member is responsible for obtaining Chairperson's and Dean's comments and signatures and for delivery of the completed proposal to the Provost's office (one hard copy) by the published deadline. Incomplete applications or applications received after the published deadlines will not be reviewed by the SaLe Committee.*

**Review of proposals submitted in AY 2016-17 will occur during the spring of 2017. Thereafter, all proposals will be submitted and reviewed in the fall semester of each academic year. Because sabbatical applications from fall 2017 onward must be submitted at least two semesters in advance, faculty must apply for leave in the**

**following academic year. For example, faculty could submit a proposal in the fall of 2017 for a sabbatical leave in fall of 2018 or spring of 2019 (i.e. academic year 2018/2019).**

### **C. The SaLe Committee**

1. The SaLe Committee will consist of eleven tenured faculty members: two members elected from each of the five colleges and one member elected from non-classroom faculty. No more than one member from any department may serve on SaLe. No more than one member from a school within a college may serve on SaLe.

Members of the committee will be nominated by their respective constituencies for three-year terms, one-third of the committee to be elected each year. Elections for each member will be university-wide and held in the spring semester. A newly elected member's term begins in the fall that s/he is elected and concludes at the end of the spring semester of the member's third year. A vacancy will be filled by a new election. Only tenured members of the faculty will be eligible for election to the SaLe Committee. The committee will elect its own chairperson, who shall be eligible to vote. The university will provide the committee with adequate secretarial service.

2. The APSCUF campus-elections committee will ensure that all full-time, tenure-track members of the bargaining unit—administrative and academic faculty—are eligible to participate in the nomination/election process for the SaLe Committee. Election to the committee will be effected upon an absolute majority vote of the appropriate electing unit and not upon a mere plurality. A majority will be calculated upon the total number of votes cast in the electing unit in that election.

3. The terms of the Committee members end at the end of the Spring semester. Former Committee members may apply for a sabbatical the following application year. In addition, no member of the SaLe Committee shall serve on the Committee when s/he or a member of his/her immediate family (as defined by the Collective Bargaining Agreement) or a person residing in his/her household is an applicant for sabbatical leave. A replacement will be elected from that member's constituency.

4. The SaLe Committee will oversee the publication and distribution of the approved Statement of Sabbatical Policies and Procedures to members of the bargaining unit. Funds for the publication of these materials will be provided by the Office of the Provost.

5. The committee is charged with evaluating the quality of purpose for a particular sabbatical request. This judgment is based on the project's presentation in the sabbatical application.

6. The SaLe Committee will review sabbatical-leave applications and assign



points on the basis of the distributions of points provided in the General Policy section above.

7. Years of service will be used as a tie-breaker if two projects have received the same score and the limit would deny the granting of a sabbatical for all but one of the tied parties. In the event there is still a tie, the party who has not received a sabbatical within seven years shall be given preference. If there continues to be a tie, the tie will be broken by lot.

8. The committee shall review applications and forward the full list of applicants, with such recommendations in priority order, to the President or his/her designee at least eight (8) months before the leave is to commence.

9. Appendix A includes examples of how the sabbatical formula is calculated.

#### **D. Approval**

In awarding sabbaticals, the President or his/her designee will consider the list provided by the SaLe Committee. The President will announce his/her sabbatical-leave decisions no later than six months prior to the time that leaves will commence.

#### **E. Rejection and Feedback**

Once the current round of Sabbatical awardees have been notified, the Chair of SaLe will send a letter to faculty whose applications have been rejected, providing concrete reasons why the application was rejected and detailed feedback to improve the chances of a future application. Feedback will be sent to the faculty member within three weeks of notification.

Applicants who were recommended by SaLe but whose Sabbatical was not approved by administration will receive a notice to that effect from the President or his/her designee.

#### **F. Post-Sabbatical Responsibility**

In the semester following his/her return to campus, each faculty member awarded a sabbatical will submit a report in accordance with the schedule below verifying progress toward the stated purpose for which the sabbatical was granted. A copy of the final report, with the signed approval of the faculty member's department chairperson and the dean, shall be submitted to the Provost for successful fulfillment of the conditions of a sabbatical. Sabbatical reports serve to document substantial or reasonable fulfillment of an approved original or approved modified sabbatical project during the time period. A copy of the sabbatical report will be placed in the faculty member's record of employment, and will be made available to APSCUF and the SaLe Committee if requested.

If the faculty member fails to submit a report or fails to fulfill the goals of the sabbatical without just cause, this is grounds for rejection of future sabbatical proposals.

Due Dates for Sabbatical Reports:

<b>Fall Sabbatical</b>	<b>February 28</b> <b>March 15</b>	<b>Chair and Dean</b> <b>Provost</b>
<b>Spring Sabbatical</b>	<b>October 31</b> <b>November 1</b>	<b>Chair and Dean</b> <b>Provost</b>

#### **F. Collective Bargaining Agreement Language**

This policy and procedure is not intended to supersede the language and procedures in the CBA under Leaves of Absence (Article 18.A).

#### **G. Applicability of the Policy**

It is agreed that these changes will be in effect for 2016-2019 academic years during which the Sabbatical-Leave Policies and Procedures will be reapproved, modified, or replaced.

#### **H. Monitoring of the Agreement**

It is agreed that both parties and the SaLe Committee will monitor the impact of articles D and F of this agreement on the ranking of proposals.

## APPENDIX A

### Examples Of Calculations For Years Of Service

**Years of service** are determined by:

- A. taking the number of semesters a faculty has been employed by WCU (called [semester] seniority points)
- B. subtracting 14 points (seven years times two semesters a year) if the individual has had a previous sabbatical
- C. dividing the resultant number by two (to convert semesters to years)
- D. using the table in the sabbatical leave policy to convert the number of years (in 3 above) to points for purposes of sabbatical rating.

#### **Examples of how years of service are calculated:**

##### *Example 1.*

Professor Stone has taught at WCU for 23 years at the time of his/her sabbatical application and has never had a sabbatical. His/her years of service are calculated as follows:

1. He/she has 46 (semester) seniority points at the date of the requested sabbatical.
2. Because he/she has not taken a sabbatical, 14 points are not subtracted.
3. 46 (semester) seniority points divided by 2 equals 23 years of service
4. Using the table in the sabbatical procedures section on years of service, Professor Stone receives 8 points (out of a maximum of 10 points) for years of service.

*Example 2.*

Professor Well has been at WCU for 23 years and took a sabbatical twelve years ago. For Professor Well, the years of service are calculated as follows:

1. He/she has 46 seniority points at the date of the requested sabbatical.
2. Fourteen points are subtracted from the seniority points, regardless of when the sabbatical was taken, giving Professor Well 32 (semester) seniority points.
3. Thirty-two (semester) seniority points divided by 2 equals 16 years of service
4. Using the table, Professor Well receives 7 points (out of a maximum of 10 points) for years of service.

## **APPENDIX B**

### **Sabbatical Leave and Promotion**

**Q:** May I apply for promotion if I am on sabbatical in Year 1 of a promotion cycle?

**Answer:** While nothing in the CBA bars you from applying during a sabbatical, this local policy relies upon data collection in the first year of a two-year process. To allow faculty to apply for promotion during a sabbatical, some advance planning is recommended.

If you are on sabbatical for one semester in Year 1 of the cycle (fall or spring), the first semester of SRIS and Peer reviews will be collected in the previous spring (e.g., one semester early).

**Example 1:** faculty member applies for promotion in Fall 2017 and has a sabbatical planned for the same semester. Faculty has official student and peer observations in Spring 2017 and Spring 2018.

**Example 2:** faculty member applies for promotion in Fall 2017 and has a sabbatical planned for Spring 2018. Faculty has official student and peer observations in Spring of 2017 and Fall of 2017.

If you are on a year-long sabbatical leave there will be no data to collect in support of your application. Therefore, you should plan on taking a year-long sabbatical during the second year of the promotion cycle (i.e., submit the application on November 1 the Fall you are on sabbatical).

Revised: 5/6/2016