

TO: Bethami Dobkin, Provost

**FROM: Tom Poundstone, Chair
Academic Senate**

DATE: March 8, 2010

**RE: Senate Action S-09/10-16
Sabbatical Deferral Policy:
Faculty Handbook section 2.10.1.4,
Sabbatical Protocols and Timeline for Consideration -
Revised Sabbatical Forms (Forms A, B, & C)**

At the March 4, 2010 General Meeting of the Academic Senate, the attached proposal to amend the Sabbatical Deferral Policy, Faculty Handbook section 2.10.1.4, was unanimously approved by a hand vote of 9-0-0. This action was assigned Senate Action # S-09/10-16.

Attachment

cc: Br. Ronald Gallagher

Handbook language concerning Sabbatical Protocols

(Strike-outs are deletions of current language. Bolded material is new language for 2010-11.)

2.10.1.4 Sabbatical Protocols and Timeline for Consideration

1. On or before August 15th, applicants will ~~consult with the Dean for Faculty Development~~ **submit Form A or Form B (Sabbatical Eligibility) with the appropriate signatures to the Office of Academic Affairs** ~~assess their~~ **to begin the official process of determining** eligibility for sabbatical leave.

2. Upon verification of eligibility, applicants will submit their proposal to the ~~Dean for Faculty Development (or directly~~ **Office of Academic Affairs. Sabbatical proposals from faculty whose eligibility for sabbatical leave has been verified will be forwarded to the Chairs of the UEPC and GEPC through the Office of the Academic Senate.** ~~), and~~ **In addition, candidates for sabbatical leave should submit a copy of the proposal** to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the Provost.)

3. The Dean of the School will review the explanation of staffing arrangements, amend them **in consultation with the chair/program director** if necessary, and confirm the ~~estimate~~ **plan by forwarding it to the Office of Academic Affairs.** In the event of multiple requests from any one department/program, **it is the responsibility of the Department Chair or Program Director to explain how staffing arrangements will meet the needs of the curriculum when more than one faculty member is on sabbatical at the same time and** the Dean must approve ~~their~~ **the proposed** timing. The Dean will forward each explanation of staffing arrangements to the ~~Dean for Faculty Development~~ **Office of Academic Affairs** on or before September 15 of the year preceding the academic year of the proposed leave.

~~4. The Dean for Faculty Development will compile and forward to the Provost all information regarding staffing arrangements. This information will not be distributed to UEPC or GPSEPC members nor considered by them in the deliberations concerning the merit of proposals.~~

~~5~~ **4.** After the deadline for applications has passed, the members of the UEPC and GPSEPC meet jointly to review and evaluate all proposals submitted **to them after the verification process** and rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. The sets of rankings by the individual committee members will then be tallied and an overall ranking of each proposal arrived at. If the overall ranking of one or more proposals cannot be agreed upon by the committee member collectively, the Chairs of the UEPC and GPSEPC will resolve the contended rankings. When the Committees are in agreement on the rankings of all proposals, or the disagreement has been resolved by the Chairs, the proposals will be sent forward to the Provost by the Chairs.

If the total number of qualified proposals is fewer than the number currently approved for that year by the Board of Trustees, the Committees will forward these qualified proposals to the Provost without rankings. If the total number of qualified proposals is greater than the number currently approved, the Committees will forward the approved number without rankings, and will rank the remainder according to the tally previously taken. This group may be further divided into the following categories: a) strongly recommended (as extremely close to the original approved group); b) recommended (as qualified, though not as close in merit as the "strongly recommended" group). In either case, those proposals deemed not qualified will be ranked after the rest but identified to the Provost as "not recommended".

6.5. The Provost will review those sabbatical proposals deemed qualified by the Chairs of the UEPC and GPSEPC. This review will be with respect to (1) fiscal impact and (2) the overall quality of the group of advanced proposals. In the event that the Provost identifies problems pertaining to the overall quality of the proposals advanced by the Chairs of the UEPC and GPSEPC, the Provost will consult with them. Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.

6. Upon completing the review of the proposals, the Provost will forward the proposals, along with the comments regarding fiscal impact, to the President, who will render the final decision and notify each faculty member in writing, with copies to the Provost, Academic Dean, department chair or program director and the Chairs of the UEPC and GPSEPC. **A faculty member whose sabbatical request is granted by the President must fill out Form C and submit it to the Office of Academic Affairs no later than March 1 of the academic year in which the sabbatical was granted in order to complete the acceptance and funding process.**

7. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the Provost within the first academic term after returning which shall describe the nature of the activity engaged in and the extent to which the proposed project was completed. During the academic year of the individual's return, the sabbatical leave recipient, in consultation with the ~~Dean for~~ **Office of Faculty Development**, will offer an appropriate presentation of the sabbatical research to the College community.

8. When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reason for that decision. This information, if requested, will be provided in writing by joint letter of the Chairs of the UEPC and GPSEPC.

9. If a sabbatical leave is recommended by the Chairs of the UEPC and GPSEPC but not approved for funding because of departmental, programmatic, or School circumstances, if a sabbatical leave is funded but must be deferred for personal reasons, or if because of financial exigency there is a reduction in the number formally approved by the College for that year, the sabbatical leave applicant's services during ~~that~~ **the year(s)** in which he/she might otherwise have been on sabbatical leave shall count toward the next six years of accumulated services toward eligibility for the next sabbatical leave.

10. **Despite any accrued "credit for service" that results from a deferral (see #9 above), a faculty member must have completed one sabbatical leave before applying for the next sabbatical leave. Except for years of service covered under the deferral process described above, a faculty member who accumulates over time more than the six years of service required for sabbatical leave may not carry forward excess accumulated years of service credit toward a subsequent sabbatical.**

**INSTRUCTIONS for
SABBATICAL LEAVE ELIGIBILITY (Forms A and B)
and ACCEPTANCE/REQUEST FOR CHANGE (Form C)**

These forms (as applicable) are now a required part of the sabbatical application process. Form A or B must be submitted and eligibility verified before the rest of the application will be accepted. The forms are available online and from the Faculty Development Office and should be returned to the Office of Academic Affairs, which verifies eligibility. When a sabbatical is granted, Form C must be submitted to the Office of Academic Affairs in order to complete the acceptance/funding process.

The possession of tenure before filing an application is the first requirement to be met by anyone considering a sabbatical leave.

FORM A should be completed by faculty applying for a first sabbatical at SMC.

FORM B should be completed by faculty applying for a second or subsequent sabbatical at SMC.

FORM C should be completed by all faculty accepting a sabbatical that has been granted.

INSTRUCTIONS FOR COMPLETING ELIGIBILITY FORM:

1. Fill in your name and department/program.
 - A. Form A - For those applying for a first sabbatical at SMC, give your date of hire and the date on which you began a tenure track appointment at SMC, if it is different from your date of hire.
 - B. Form B - For those applying for a second or subsequent sabbatical at SMC, give the date at which your previous sabbatical concluded.
2. List each academic year while on tenure track during which you provided full-time (7/7ths or its equivalent) "service to the college." You may count the year during which you apply for sabbatical leave. If there were any academic years during which you were on tenure track but did not provide full-time service, list those in the section "Academic years of partial service on tenure track."
3. You must have the equivalent of six full years of service to the College on tenure track to be eligible for sabbatical. Faculty hired as of the 1997-1998 academic year may count up to two years of the pre-tenure track, full-time service credit which they were given at date-of-hire. Enter this information under "special credit" and detail it in section at bottom of eligibility form.
4. Fill in all applicable lines and information EXCEPT for the "Verification Signature/Date" line.
5. Have the form signed by your chair/program director and your dean before you submit it.
6. Submit signed and completed form (A or B) to the Office of Academic Affairs. Your application for sabbatical will not be considered without a completed and verified eligibility form.
7. If the President grants the requested sabbatical, you then fill out Form C, get the appropriate signatures, and submit Form C to the Office of Academic Affairs no later than March 1 of the academic year in which your sabbatical is granted. This step is to facilitate accurate course scheduling for the following academic year.

FORM A

Eligibility for first sabbatical at SMC. Request full year ___ Half year ___
(If you know now that you may have to request a deferred sabbatical, check here: ___)

NAME: _____ DEPT: _____

Date of Hire: _____
Date of first semester on tenure track, if different from date of hire: _____

List academic years of full-time (7/7th or equivalent) service on tenure track:

_____	_____
_____	_____
_____	_____

List academic years of partial service on tenure track (include # of 7ths for each year):

_____	_____
_____	_____

List academic years for which you are receiving special credit toward "service" from years of full-time service while not on tenure track (NT) or years while on any kind of leave (OL):
Academic year(s): (circle whichever applies)

_____	NT or OL (personal) or OL (academic) or On leave Other (*explain below)
_____	NT or OL (personal) or OL (academic) or On leave Other (*explain below)
_____	NT or OL (personal) or OL (academic) or On leave Other (*explain below)

_____ TOTAL YEARS APPLIED TOWARD SABBATICAL LEAVE ELIBILITY

_____	_____
ACKNOWLEDGMENT SIGNATURE (Your Chair/PD)	DATE

_____	_____
ACKNOWLEDGMENT SIGNATURE (Your Dean)	DATE

_____	_____
VERIFICATION SIGNATURE (Provost)	DATE

*Special explanation for leaves:

FORM B

Eligibility for second or subsequent sabbatical at SMC. Request full year ___ Half year ___
(If you know now that you may have to request a deferred sabbatical, check here: ___)

NAME: _____ DEPT: _____

Date of conclusion of previous sabbatical: _____

List academic years of full-time (7/7th or equivalent) service since returning from previous sabbatical:

_____	_____
_____	_____
_____	_____

List academic years of partial service since previous sabbatical (include # of 7ths for each year):

_____	_____
_____	_____

List academic years for which you are receiving special credit toward "service" from years of full-time service while previous sabbatical was deferred (DF) or years while on any kind of leave (OL):
Academic year(s): (circle whichever applies)

_____	DF or OL (personal) or OL (academic) or On leave Other (*explain below)
_____	DF or OL (personal) or OL (academic) or On leave Other (*explain below)
_____	DF or OL (personal) or OL (academic) or On leave Other (*explain below)

_____ TOTAL YEARS APPLIED TOWARD SABBATICAL LEAVE ELIBILITY

ACKNOWLEDGMENT SIGNATURE (Your Chair/PD)

DATE

ACKNOWLEDGMENT SIGNATURE (Your Dean)

DATE

VERIFICATION SIGNATURE (Provost)

DATE

*Special explanation for leaves:

FORM C

To complete the sabbatical acceptance process and receive the approved funding, the recipient must fill out the following information and submit it to the Office of Academic Affairs, with the signatures of the appropriate Chair/Program Director and School Dean., no later than March 1 of the academic year in which the sabbatical is granted by the President.

NAME: _____ DEPT: _____

I accepted the sabbatical granted by the President _____
(signature and date)

I. I plan to take my sabbatical period as initially requested (indicate which applies)

Half year (from month/year to month/year) _____

Full year (from month/year to month/year) _____

II. I need to request a change in my sabbatical plans

(*Any changes to the original sabbatical request must be approved by the Provost, in consultation with the appropriate chair/program director and School Dean.)

For personal reasons I request that:

the start of my sabbatical be deferred for one year _____ two years _____

my sabbatical be changed from half-year to full-year _____

my sabbatical be changed from full-year to half-year _____ (starting: _____)
month/year

For institutional reasons I have been requested to defer my sabbatical, as explained below:

Therefore, I am requesting that the start of my sabbatical be deferred for

one year _____ two years _____ (Any additional deferral must be approved each year)

SIGNATURE (Chair/PD)

DATE

SIGNATURE (School Dean)

DATE

APPROVAL SIGNATURE (Provost)

DATE