

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
**Faculty Senate**  
**SABBATICAL LEAVE PROCEDURES FOR FACULTY<sup>1</sup>**

Sabbatical Leave encourages the professional growth of the faculty of Southern Connecticut State University by providing an opportunity for individual pursuit of a scholarly and creative experience. Sabbatical Leave is established in accordance with the Collective Bargaining Agreement.<sup>2</sup>

**I. Standards for Sabbatical Leave (from the CSU-AAUP CBA section 13.7)**

The CSU-AAUP Collective Bargaining Agreement, section 13.7, states that “Sabbatic leave is educational leave. Sabbatic leaves are granted for the benefit of Connecticut State University. Sabbatic Leave is granted for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching or equivalent professional responsibilities of members. All proposals for such leave must merit approval on the basis of these standards.”

**II. Eligibility**

Upon completion of six years of full-time service<sup>3</sup>, a tenured faculty member is eligible to take Sabbatical Leave. Untenured members may apply for Sabbatical Leave in their sixth year of full-time service. If the leave is granted and the Candidate is not awarded tenure, the leave cannot be accepted. After a Sabbatical Leave, a person cannot take another Sabbatical Leave until the completion of an additional six years of full-time service. All proposals that meet the standards specified in paragraph I above shall be judged on the basis of their competitive merit. Among those proposals deemed equal in merit by the Sabbatical Leave committee, preference shall be given to members with the longest service since their last Sabbatical Leave.

**III. Schedule of Sabbaticals**

**A. Length of Sabbaticals**

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<sup>1</sup> The Faculty Senate in agreement with the President of the University establishes these procedures, which are intended to be consistent with the Collective Bargaining Agreement, to govern the Sabbatical Leave process at Southern Connecticut State University.

<sup>2</sup> "Collective Bargaining Agreement" when used in this document, refers to Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State University, for 2016-2021.

<sup>3</sup> Interpretation: (1) The six years of full-time service must be at SCSU or within the CSU system; (2) The six years of full-time service must be as a member of the instructional faculty, as a counselor, as a member of the library faculty, or as any combination of the three.

Sabbatical Leave may be taken for one or two semesters, beginning in the Fall or Spring semesters. Sabbatical Leave outside the normal academic semester shall also be permissible. Library faculty may begin their Sabbatical Leave in the Fall, Spring, or Summer.

B. Rotation of Sabbaticals

Departments of ten or fewer members shall send no more than one member on sabbatical at one time. A Department with 11-20 members shall send no more than two members on sabbatical at one time. A Department with 21-30 members shall send no more than three members on sabbatical at one time.

C. Deferral of Sabbaticals

Once granted, Sabbatical Leave can only be deferred one time, under special circumstances, for not more than one year. A Candidate's request for deferral must be made in writing to the Chairperson of the Department Sabbatical Committee. It must specify the circumstances that gave rise to the request as well as propose a new time frame for the Sabbatical Leave. Prior to approving the deferral, the Chairperson of the Department Sabbatical Committee and the Department Chairperson shall consult with the administration. Once a deferral is approved, the University Sabbatical Committee must be notified in writing by the faculty member.

IV. Applying for Sabbatical Leave

A. Application Format

To be considered, a Candidate's Sabbatical Leave file must include the following materials, to be submitted in **one PDF document**:

1. The completed application form, which must be digitally signed by the Candidate, the Department Sabbatical Committee Chairperson, the Department Chairperson, and the Dean of the Candidate's college/school.
2. Evaluative statements concerning the Candidate's plan from the Department Sabbatical Committee and from the Department Chairperson.
3. A description of the sabbatical plan that indicates the expected contribution to the Candidate's professional growth as specified in paragraph I above.
4. A two-page curriculum vitae outlining the following attributes of the Candidate: (1) scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community.

5. A copy of the Sabbatical Leave Follow-up Report(s) for any previous award(s) of Sabbatical Leave.

**B. Application Procedures:**

1. Candidate's Role in the Sabbatical Leave Process

- a. The Candidate is responsible for notifying, in writing, the Department Chairperson, Department Sabbatical Committee Chairperson, and the Office of Human Resources ([humanresources@southernct.edu](mailto:humanresources@southernct.edu)) of the intent to apply for Sabbatical Leave.
- b. The Candidate is responsible for initiating the sabbatical application. The Candidate shall make the Sabbatical Leave file (as a single PDF document) available to the Department Sabbatical Committee, the Department Chairperson, the University Sabbatical Committee, and Human Resources as specified in the calendar (Appendix A).
- c. The Candidate is responsible for scheduling an interview with the University Sabbatical Committee through the Office of Human Resources. (This interview is optional, but highly recommended.)

2. Department Role in the Sabbatical Leave Process

- a. The Department Sabbatical Committee's evaluation shall be independent of any other evaluation (e.g., independent of the Department Chairperson's evaluation).
- b. Each Department must establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. The Department may choose to have another Department committee act as its Sabbatical Leave Committee. Hereafter, this Committee shall be referred to as the Department Sabbatical Committee, in this document.
- c. No person shall serve as a member of a Department Sabbatical Committee in any deliberations in a year in which that person is applying for Sabbatical Leave. The Department Chairperson shall not serve as a member of a Department Sabbatical Committee.
- d. Each Department shall develop its own procedures regarding additional conditions of eligibility, elections, recall of Department Sabbatical Committee members, and conduct of its business. These procedures shall be recorded, and readily available to the faculty, and a copy shall be placed on file with the Faculty Senate.

- f. The Department Sabbatical Committee's evaluation shall be based on the merits of the Candidate's sabbatical plan. Prior to completing the evaluation, the Department Sabbatical Committee and the Department Chairperson shall conduct negotiations with the Administration to ensure that no Sabbatical Leave will have a detrimental impact on the Department<sup>4</sup>. If the negotiations fail, the Department Sabbatical Committee will include, in each evaluation, a statement of any adverse impact the Sabbatical Leave will have on the Department.
  - g. In accordance with the procedure and calendar (Appendix A), the Department Sabbatical Committee is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the sabbatical file and for signing the Candidate's sabbatical application form (Appendix B).
3. Department Chairperson's Role in the Sabbatical Leave Process<sup>5</sup>
- a. The Chairperson shall present information in the evaluation which takes into consideration the eligibility requirements established by this document for Sabbatical Leave. The nature of this information should reflect the Chairperson's professional judgments and opinions as well as factual information. The Chairperson's evaluation shall be based on the merits of the Candidate's sabbatical plan. The Chairperson's evaluation shall be independent of the Department Sabbatical Committee's evaluation.
  - b. The Chairperson shall include in the evaluation a detailed statement that indicates the extent to which the Candidate's sabbatical will affect the operation of the Department. Prior to completing the evaluation, the Chairperson and the Department Sabbatical Committee shall conduct negotiations with the Administration to ensure that no Sabbatical Leave will have a detrimental impact on the Department. Upon obtaining a statement from the Administration, this information shall be included in the Chairperson's evaluation.
  - c. In accordance with the procedure and calendar (Appendix A), the Department Chairperson is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the sabbatical file and for signing the Candidate's sabbatical application form (Appendix B).

In no case, however, shall a Department Chairperson being considered for Sabbatical Leave participate in the sabbatical evaluation process.

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<sup>4</sup> In the event that the Department Chairperson is applying for Sabbatical Leave, the Department Sabbatical Committee shall conduct these negotiations with the Administration.

<sup>5</sup> In the case of the Library, the spokesperson shall fulfill the role of the Department Chairperson.

## V. **Transmission to the University President**

After the University Sabbatical Committee has completed its review, the files and recommendations shall be forwarded via email to the President of the University.

## VI. **Benefits and Responsibilities**

### A. Remuneration

Remuneration shall consist of full pay for one semester or half-pay for one year based upon preference of the faculty member with the approval of the President. The Administration will conduct negotiations with the Department Chairperson and the Department Sabbatical Committee to ensure that no Sabbatical Leave will have a detrimental impact on the Department.

### B. Activity Engaged in While on Sabbatical

1. A grant may be accepted during the period of the sabbatical.
2. An individual may render a service, such as a limited number of lectures or involvement in seminars at another institution, as a part of a grant.
3. An individual may not accept a teaching position or any other remunerative position that would detract from the sabbatical plan during the sabbatical period.

### C. Protection of Faculty Member's Jobs and Benefits

All rights, benefits and positions guaranteed by the Collective Bargaining Agreement and University by-laws shall be maintained by the faculty member during the Sabbatical Leave. A faculty member on Sabbatical Leave shall continue to accrue sick leave, longevity credit, and retirement credit at the full-time rate. In order to be eligible for longevity payments during the sabbatical year, a faculty member must be on the payroll on either April 1<sup>st</sup> or October 1<sup>st</sup> of the year in question.

### D. Return

1. It is expected that recipients of Sabbatical Leave will return to work at Southern Connecticut State University for at least one year after the leave is completed. The President of the University may release a person from this agreement for appropriate reasons.
2. Within one semester of returning from a Sabbatical Leave, a faculty member shall submit a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the proposal to the President, University Sabbatical Leave Committee, Department Sabbatical Committee, and Director of Library Services. Such statements shall be retained by the Sabbatical

Leave Committee and a copy shall be placed in the University documents file in Buley Library attached to the copy of the application where it shall be available to the University community.

VII. **University Sabbatical Committee**

A. **Purpose of the Committee**

The purpose of the University Sabbatical Committee is to evaluate Candidates for sabbaticals, and to make recommendations to the President of the University regarding the granting of sabbaticals in accordance with this Document.

B. **Structure of the Committee**

1. There shall be a single University Sabbatical Committee for teaching faculty (including supervisors of student teaching), library faculty, and counselors, hereafter referred to collectively as "faculty." Administrators are not eligible.
2. The Committee shall consist of seven members elected by the faculty.
3. Alternates
  - a. There shall be two alternate members elected by the faculty.
  - b. Alternates shall take the place of voting members
    - when a voting member is applying for a sabbatical that year.
    - when a voting member resigns.
    - under other circumstances, such as prolonged illness, as evaluated by the Committee.
  - c. At no time shall the number of voting members (including alternates serving as members) exceed seven.

C. **Eligibility for Membership on the Committee**

1. Faculty members who are tenured, have achieved the rank of Assistant Professor or above (or the equivalent for library faculty and counselors), and have completed a minimum of six years of full-time service on the faculty or professional staff of a college or university, at least three of which must be at Southern Connecticut State University, are eligible to serve on this Committee.
2. At no time shall there be more than two members from any one Department elected as regular or alternate members of the Committee.
3. No person who provides evaluative materials at any level of the sabbatical process may serve as a member or alternate on the Committee (e.g., Department

Chairpersons, Division Directors, and Department Sabbatical Committee members).

4. Faculty members may not serve as members of this Committee in any academic year in which they apply for a sabbatical.
5. Paragraph 3 above shall not be construed as disqualifying any person who is a Department Chairperson, Division Director, Department Sabbatical Committee member or equivalent, (e.g. DEC) from standing for election to this Committee, or vice versa. But, faculty members elected to the University Sabbatical Committee, must vacate, by resignation or expiration of position, either their position on the University Sabbatical Committee or their position as Department Chairperson, Division Director, or Department Sabbatical Committee member before the beginning date of University Sabbatical Committee service. A person who serves on a DEC whose duties include evaluation of sabbatical proposals may serve on both the DEC and the University Sabbatical Committee provided the individual recuse from all sabbatical-related deliberations of the DEC.

D. Election of Members of the Committee

1. The Election Committee of the Faculty Senate has the responsibility for conducting the faculty elections for this Committee.
2. For each three year cycle, three regular members and one alternate will be elected for three-year terms, two regular members and one alternate will be elected for two-year terms, and two regular members will be elected for a one-year term.
3. Each spring, elections shall be held for the members whose terms have expired and to fill any existing vacancies in unexpired terms.
4. All terms shall begin September 1<sup>st</sup> and expire August 31<sup>st</sup>.

E. Recall of Committee Members and Alternates

1. Any member or alternate of this Committee may be recalled by a majority vote of the faculty on a referendum.
2. Such a referendum shall be conducted by the Election Committee of the Faculty Senate upon receipt of a petition to the effect bearing the signatures of at least 10% of the faculty.

F. Procedures of the Committee

1. The Candidate may submit any new supporting documentation to the Committee in accordance with the calendar (Appendix A).

2. The Candidate shall be given the opportunity to appear before the University Sabbatical Leave Committee or a sub-committee of the Committee prior to making its decision.
3. The Committee shall examine and discuss each Candidate's sabbatical file. It may decide to solicit additional written information from any source. Candidates will automatically receive a copy of the additional material. Any such material introduced at this time must be countersigned by the Candidate, and the Candidate must have the opportunity of adding a written rebuttal. The Committee shall not accept written information other than that in the file or submitted pursuant to VII.F.1, F.2 or that which the Committee solicits as described above.
4. A Sabbatical Leave may be granted for either a full-year at half pay or a half-year at full pay without prejudice.
5. In evaluating Candidates' applications for sabbatical, the Committee as a whole will discuss criteria. Ultimately each Committee member will use their own judgment in voting to recommend or not to recommend.
6. After all information has been received, and after full discussion and deliberation, each Committee member shall cast a ballot. A secret ballot shall be used for any major decision.
7. Each Committee member shall be afforded a reasonable opportunity (as determined by the Committee) to cast a ballot.
8. At any stage, the Committee may reconsider and/or revote on an individual Candidate.
9. The final listing of Candidates recommended shall be presented by the Committee Chairperson to the Department of Human Resources in priority order as determined by the Committee in the form of a letter to be signed by all Committee members. Human Resources shall forward the Committee's recommendations to the Office of the University President. A copy of the Sabbatical Leave Committee Recommendation, including the Candidate's relative numerical position on the sabbatical list, shall be sent to the Candidate at the time of issuance.
10. Committee members, when not meeting as a Committee, shall treat as confidential the information in any Candidate's file, as well as the Committee's deliberations and votes. Such confidentiality does not apply to disclosure concerning procedures in a formal hearing by a Grievance Committee.
11. The Committee may establish and follow any additional procedures it deems reasonable, provided such procedures do not contravene procedures specified in this Document or contravene the spirit of this Document. A written record of all



procedures shall be sent annually (in the Spring of the year) to the Faculty Senate and to the President of the University.

VIII. **Grievance Procedure**

Any faculty member who feels that the prescribed procedures and criteria rules have in any way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

IX. **Amendment Procedure**

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

X. **Interpretation, Implementation, and Review**

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this Document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide on the issue.

Appendix A. Calendar

Aug. 31	Candidates begin to assemble file. Forms and guidelines available at faculty Senate Website: <a href="https://inside.southernct.edu/faculty-senate">https://inside.southernct.edu/faculty-senate</a>
Sept. 16	Candidates notify the following three offices of their intention to apply for sabbatical leave: 1. Appropriate Chairperson, 2. Department Sabbatical Committee or equivalent, 3. Office of Human Resources.
Sept. 25	Candidates forward their sabbatical leave file <b>as one PDF document</b> to the Department Sabbatical Committee (or equivalent) and the Department Chairperson.
Nov. 2	The Department Chairperson and Sabbatical Committee transmit their written recommendation to the office of Human Resources ( <a href="mailto:humanresources@southernct.edu">humanresources@southernct.edu</a> ) and to the candidate via email.
Nov. 3-Nov. 6	Candidates have 4 days to add the Department Chairperson’s and Department Sabbatical leave recommendations and any written response and/or additional supporting materials to their sabbatical leave file as one PDF document.
Nov. 9	Candidates forward their sabbatical leave file as one PDF document to the University Sabbatical Leave Committee and to the Office of Human Resources ( <a href="mailto:humanresources@southernct.edu">humanresources@southernct.edu</a> ).
Dec. 7	The University Sabbatical Committee completes its deliberations and transmits its recommendations to the President of the University.
Dec. 8	The University Sabbatical Committee forwards the PDF Sabbatical files to the President of the University.
Dec. 18	The President notifies the candidates whether or not sabbatical leaves have been granted.
Feb. 5	The President notifies the Board of Regents of the action that has been taken concerning sabbaticals. Sabbatical leave files are archived by Human Resources.

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
APPLICATION FOR SABBATICAL LEAVE**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Date Tenure Granted: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Leave Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Years of Full-Time service since last Sabbatical or Number of Years of Full-Time service as a faculty member at SCSU, whichever is less: \_\_\_\_\_

Date of previous sabbatical, if applicable: \_\_\_\_\_

Please attach the Sabbatical Leave Follow-Up Report(s).

**TITLE OF PROPOSAL:** \_\_\_\_\_

**ABSTRACT** (100 words or less) of proposal:

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**Signature of Department Sabbatical Committee Chairperson**  
(See IV.B.2.e)

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**Date**

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**Signature of Department Chairperson**  
(See IV.B.3.e)

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**Date**

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**Signature of Dean**  
(See IV.B.3.c)

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**Date**

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**Signature of Applicant**  
(Indicates applicant's receipt of evaluation letters from DSC and department chair)

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**Date**

## Appendix C. Application for Sabbatical Leave Checklist

The proposal shall be organized as follows:

- I. Application form
- II. Description of Project (limited to eight double-spaced pages)
  - A. Title of Proposal
  - B. Conception and Definition of Project
  - C. Plan of Work in Detail. Include time line, budget, travel arrangements, research arrangements, etc.
  - D. Bibliography
- III. Curriculum Vitae

Include information regarding scholarly competence and recognition, teaching competence and participation in academic and professional activities of the University and the community.
- IV. Supporting documents and/or other material

#### Appendix D. Format for Sabbatical Leave Follow-Up Reports

Within one semester of returning from the Sabbatical Leave, recipients shall submit copies of the report to the President, University Sabbatical Committee, Department, and Director of Library Services.

The objective(s) of the sabbatical proposal should be stated briefly. Experiences and accomplishments of the leave, particularly as they relate to the objective(s), should be detailed.

If, for any reason, the objective(s) of the plan was changed, the course and result(s) of such a change should be indicated.