

SOUTHERN CONNECTICUT STATE UNIVERSITY
Sabbatical Process
BOR/SUOAF-AFSCME Contract Article 24.8

Please Note: Only SUOAF members with continuing appointment are eligible for sabbatical leave however candidates may apply in their sixth year of service.

Please Note: The Sabbatical Leave Committee will be comprised of three (3) SUOAF members that are appointed by the President of the Administrative Faculty Senate and two (2) SUOAF members appointed by the SUOAF Chapter President.

The Southern Connecticut State University Administrative Faculty Senate has approved the following process for SUOAF members seeking Sabbatical Leave:

- 1) Requesting members must submit the Sabbatical Leave Request Form to Department Head by December 31st
- 2) After review, the Department Head sends form to the appropriate Vice President / AVP indicating their recommendation to approve or deny* the request within ten (10) days**.
- 3) The supervising Vice President will forward the request form to the Sabbatical Leave Committee within (10) days**, indicating their recommendation to approve or deny* the request.
- 4) After review and approval, the Sabbatical Leave Committee will forward the signed form to the University President within (10) days**. *If the Sabbatical Leave Committee denies the request, they will notify the requester of the decision reached and provide, in writing, the reason for denial.*
- 5) The University President will notify the requesting member of their decision to forward or not forward* the request to the BOR within thirty (30) days**.

*If request is denied at any level a written explanation will be provided to the member.

**Days are defined as weekdays that the university is open.