

## UNIVERSITY SENATE STANDING COMMITTEES ACADEMIC LEAVE COMMITTEE BYLAWS

### I. AREAS OF RESONSIBILITY

- A. To review applications for sabbatic leave and make recommendations to the University President or designee.
- B. To review applications for retraining grants and make recommendations to the University President or designee.
- C. Within the limits of the CSU-AAUP contract and legal limits, maintain complete and absolute confidentiality about all data and deliberations.

### II. MEMBERSHIP AND OFFICERS

- A. Total membership: 7
  - 1. Four (4) teaching faculty members, one elected by and from the teaching faculty of each of the three four schools and one elected by and from the Librarians/Counselors/coaches group, for overlapping 2-year terms.
  - 2. Two (2) non-teaching faculty members elected by and from those represented by SUOAF-SUOAF-AFSCME for overlapping 2-year terms.
  - 3. ~~One (1) at large general faculty member, elected by and from the general faculty.~~
- B. No applicant for sabbatical leave may be a member of the committee the year his/her application is considered.
- C. Officers
  - 1. The chairperson shall be elected by a majority vote of elected members in the spring semester, following new member elections and preceding commencement.
  - 2. The position of secretary shall be filled by each member in turn on an alphabetically rotating basis, unless otherwise agreed to by the Committee.

### III. CONDUCT OF BUSINESS

- A. The first meeting of each academic year shall be convened by the chairperson. In his/her absence the President of the University Senate will designate a member to convene the committee.
  - 1. A quorum shall consist of 4 members.
  - 2. Meetings are in executive session.
  - 3. Procedures shall be reviewed early in the Fall semester.
  - 4. By September 28<sup>th</sup>, the committee shall receive applications, review criteria of the current collective bargaining agreements, and determine the method of

evaluation of applications. If the 28<sup>th</sup> falls on a weekend or holiday the applications will be accepted until 5:00 p.m. of the next regular business day.

5. The Committee shall meet as often as necessary until the review of applications is completed, a report submitted to the University President, and all other Committee business completed for the year.
  6. Decisions of the Committee require a majority vote of the members present or polled.
  7. The Committee may request an applicant to appear before it to discuss his/her application.
  8. The Committee shall rank the applicants for sabbatical leave using the following three categories: highly recommend, recommend, and not recommend.
- B. Documents to be received by the Committee
1. Applications for sabbatic leave and/or retraining grants from the applicants.
  2. Application review from departments and directors.
  3. Application reviews from Deans or Associate Deans.
- C. Reports to be submitted by the Committee:
1. Recommendations to the University President regarding sabbatic leave.
  2. Recommendations regarding retraining grant applications to the University President.
  3. Notifications to the applicants of the Committee's recommendations regarding their sabbatic leave and/or retraining grant applications.
  4. Annual report of the Committee to the University.
- D. Reports to be received the Committee
1. A written statement from each person receiving a sabbatic leave setting forth the experiences and accomplishments attained in pursuit of the objective set forth in the original proposal. This statement is to be provided within one (1) semester of the individual's return from sabbatic leave. Each statement shall be given by the Committee to the Library Director and be kept available to the University community.
  2. When notifying applicants of its recommendations, the Committee shall remind them to comply with D.1 above, if they receive sabbatic leaves.
- E. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, and the approval of the University Senate and the President of the University.

#### **IV. EVALUATION OF APPLICATION**

- A. AAUP and SUOAF-AFSCME contracts state that the:
  - 1. Applicant must have completed six (6) years of full-time service at the University or six (6) years of full-time service since a previous sabbatic leave.
  - 2. Leave must benefit the CSU System.
  - 3. Sabbatic leaves are for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching of members.
- B. Department Library Faculty or Counseling Center's Review
  - 1. Professional merits of the proposal.
  - 2. Value to the department, library, or counseling center.
  - 3. Impact of applicant's absence on teaching or work assignment within department, library, or counseling center.
- C. Dean or Director of Library Science or Counseling Center's Review
  - 1. Impact of the proposed leave on staffing within the school, library, or center.
  - 2. Potential benefit to the University.
- D. Administrative Faculty Review Procedures.
  - 1. Impact of the proposed leave on the department.
  - 2. Potential benefit to the University.
- E. Committee's Review
  - 1. The Committee will check IV.A.1. and consider IV.A.2., IV.A.3., IV.B., IV.C. and IV.D., as appropriate.
  - 2. The Committee will review for appropriateness:
    - a. Nature of the project.
    - b. Specific goals.
    - c. Evidence of specific knowledge and skills necessary to achieve specific goals.
    - d. Facilities necessary.
    - e. Professional contacts, if necessary.
    - f. Itinerary, if necessary.
    - g. Length of service and previous sabbatic leaves.
  - 3. The Committee shall base the major portion of its evaluation on the potential benefits to the University of the applicant's project. Consideration will be given to:
    - a. Clear goal of the project.
    - b. Suitable preparations.

- c. Creative record of applicant.
- d. Clarity of presentation.
- e. Likelihood of the production of a creative product during the sabbatic period or shortly thereafter.