

ARTICLE 26
SABBATICAL LEAVE POLICY

The primary purpose of a sabbatical leave is to encourage and promote the professional growth of the faculty and to enhance their scholarly and teaching effectiveness. Such leaves contribute to the accomplishment of these ends by enabling the faculty to undertake specific, planned activities involving study, research, scholarship, and creative work of mutual benefit to the faculty member and the University.

26.§1 **ELIGIBILITY FOR SABBATICAL LEAVE.**

26.§1.1 *Service.* A sabbatical leave may be granted in the seventh year of service or thereafter to any tenured faculty member at Western after six (6) years of service at the institution. Such leave shall not be awarded to the same person more than once in every seven (7) years, and sabbatical leave time shall not be cumulative. For proportional appointment tenured faculty, the sabbatical leave shall be at the same FTE proportion as the faculty member's appointment. The granting of a sabbatical leave shall be without distinction as to rank, department or college affiliation, full-time or proportional status, or total years of service at Western.

26.§1.2 *Leave of Absence.* One (1) year in any six- (6) year period spent on approved leave of absence from Western for purposes of professional growth shall count toward the sabbatical eligibility period.

26.§1.3 *Final Probationary Year.* A bargaining unit faculty member on a tenure-track appointment may, in his/her sixth and final probationary year, apply for a sabbatical leave. In such a case, however, if the sabbatical leave is approved by the provost, the final recommendation shall be submitted to the Board of Trustees at the same time as, and only if, a positive tenure recommendation is made.

26.§2 **REQUIREMENTS FOR SABBATICAL LEAVES.**

26.§2.1 *Duration.* The sabbatical project shall require a lengthy period of continuous release from normal faculty responsibilities, at least one (1) full semester, and shall not be accomplishable in shorter intervals or with other forms of assistance already available for professional growth (e.g., the Summer I or Summer II sessions, faculty research grants, assigned or released time, etc.).

26.§2.2 *Finances.* Applicants for sabbatical leaves shall inform Western of other salaries, grants, fellowships, or financial support they expect to receive or do receive during the period of leave. The total funding from such sources and the sabbatical grant from the University shall not exceed the faculty member's salary, research expenses, travel, and relocation costs associated with the leave

26.§2.3 *Return.* A person granted sabbatical leave shall agree to return to his/her University duties for at least two (2) academic years or the equivalent following the leave. This requirement may be waived in whole or in part at the sole discretion of Western. A faculty member who fails

to return to his/her employment at the expiration of his/her sabbatical, shall be deemed to have voluntarily resigned his/her position unless unable to return by reason of injury or illness.

26.§2.4 *Report.* Recipients of sabbatical leaves shall file a written account of their sabbatical activities and accomplishments with their chairperson, their dean, and the University Sabbatical Leave Committee. Such reports will become a permanent part of the faculty record.

26.§2.5 *Restrictions.* Teaching assignments through Western shall be precluded during the period of the sabbatical.

26.§3 SELECTION PROCESS.

26.§3.1 *Department and College Review.*

26.§3.1.1 Each department shall establish and set forth in its Department Policy Statement the procedures and criteria by which department recommendations for sabbatical leaves shall be made. The criteria shall include the proposal's merits: (a) in its own right, (b) for the individual, and (c) for the University, and shall be evaluated according to these criteria and the prospect of success of the sabbatical.

26.§3.1.2 Applications and proposals for sabbatical leave shall be submitted by the faculty member to the department according to established deadlines. The appropriate department committee shall review all applications and proposals and forward its recommendations in priority order to the department chairperson.

26.§3.1.3 The department chairperson shall review all departmental recommendations and forward them to the dean, indicating in each case his/her recommendation on each proposal. The department chairperson shall also submit to the dean a specific written proposal for reallocation of the workloads of faculty members recommended for sabbatical leaves.

26.§3.1.4 It shall be the responsibility of the dean to: (a) review all recommendations received; (b) determine whether the granting of the approved leave(s) would seriously impair the department's effectiveness; and (c) forward to the University Sabbatical Leave Committee all recommendations and proposals received, and his/her recommendations in ranked order of priority, with concurrent notice to each applicant and appropriate department chairperson of his/her recommendation. Notification of the ranking to the faculty member shall not be necessary.

26.§3.2 *The University Sabbatical Leave Committee.*

26.§3.2.1 The University Sabbatical Leave Committee shall be a standing committee consisting of one faculty member elected from each college, and one representative of the unaffiliated units, serving staggered three-year terms to assure continuity. The committee shall select its own chairperson. The provost shall be responsible for certification of the committee's membership and convening the first meeting each year.

26.§3.2.2 The committee shall evaluate all proposals forwarded by both departments and deans to assure that they meet established University criteria and that the total number granted in any one year would not adversely affect the institution's academic program. They shall then submit their recommendations to the provost for his/her decision, which shall be forwarded to the Board of Trustees. The number of awards granted shall not be less than a number equal to ~~three~~ **four** percent (**4** 3%) of the bargaining unit faculty, provided that the number of proposals acceptable to the University Sabbatical Leave Committee reaches the calculated ~~three~~ **four** percent (**4** 3%) figure.

26.§3.2.3 The committee shall inform each applicant whether the committee is or is not recommending that his/her application be approved, with concurrent notice of said decision to the department chairperson and the dean. Appeals to the committee shall be in accordance with procedures developed by the committee. The committee shall not recommend and/or entertain revised proposals which differ from those submitted initially.

26.§3.2.4 The committee shall publish annual reports to the faculty, the provost, and the Chapter on the results of the selection process, and shall keep on file a cumulative record of those reports.

26.§3.2.5 The committee shall be responsible for reviewing and recommending revision of sabbatical leave policies and practices to the provost and the Chapter, who, by their joint approval of any such recommendation, may revise the policy or practice.

26.§3.3 *Calendar.* Applications and proposals must be filed with the department no later than September 15 of the year preceding the fiscal year of the effective leave. Proposals forwarded by the department and the department chairperson shall reach the dean no later than October 1, and the dean's recommendations and proposals shall reach the University Sabbatical Leave Committee no later than October 10; the committee's recommendations shall reach the provost no later than November 10. Final recommendations shall be submitted to the Board of Trustees at its December meeting.

26.§4 FUNDING AND DURATION

26.§4.1 *Duration Alternatives.* Duration alternatives shall be permissible as follows:

26.§4.1.1 A faculty member may apply for a non-sequential, two-semester sabbatical leave (i.e., Fall followed by Fall, Spring followed by Spring, or Spring followed by Fall). When granted, such leave shall not extend beyond a period of two fiscal years. Such accommodations are rare and shall be approved when these arrangements lessen the disruption of academic programs, or when the nature of the faculty member's proposed sabbatical leave activities is dependent on such alternative arrangements (e.g., to facilitate longitudinal research). When such arrangements are recommended and forwarded by the dean and approved by the provost, eligibility for a subsequent sabbatical shall be determined from the end of the year in which the final semester of leave occurred. If the

leave is awarded, the faculty member shall receive a sabbatical grant of seventy-five percent (75%) of his/her base salary for the period of the sabbatical.

26.§4.1.2 A faculty member shall have the option of taking a one (1) semester sabbatical leave and receive a sabbatical grant of one hundred percent (100%) of his/her base salary in lieu of a two (2) semester sabbatical leave of either a sequential or non-sequential type. If awarded, eligibility for a subsequent sabbatical leave shall be determined from the end of the academic year in which the one-semester sabbatical leave was taken.

26.§4.2 *Sabbatical Delay.* The effective date of an approved sabbatical may be delayed for one (1) year if the contracted arrangements with an external agency necessary for the successful completion of the sabbatical are canceled or political strife, natural disaster, or economic disruption endangers the safety and well-being of the faculty member at the approved sabbatical site. Requests for such delays must include proposed options to the approved sabbatical and recommendations to minimize the disruption of academic programs. Such delays require the approval of the department chairperson, the college dean, and the provost, as well as the Board of Trustees.

26.§5 SABBATICAL LEAVE REPLACEMENT FUND. Western shall allocate at least one hundred thousand dollars (\$100,000) to the Sabbatical Leave Replacement Fund for each year of this Agreement to supplement, but not supplant, salary residuals of faculty on sabbatical leave. Any unused portion in the fund at the close of the fiscal year shall be made available for allocation in the next fiscal year.

26.§5.1 Western shall prepare and distribute to the Chapter an annual report setting forth the distribution of the sabbatical leave replacement funds to the colleges.