

## SABBATICAL LEAVE ADMINISTRATIVE RULES AND PROCEDURES

A Sabbatical Leave at Central Michigan University has, as its central focus, a planned pattern of investment in the future for both the individual and the University. The University provides a financial investment while the individual makes an investment of time and talent in a search of new knowledge. This dual investment should result in the creation of new knowledge, improved teaching competence, and/or enriched programs for students who attend this institution.

### Purposes

The primary purposes for which a sabbatical leave is granted are to provide members of the tenured faculty with opportunities to:

1. Improve and strengthen their teaching;
2. Engage in research and/or professional writing for intended publication in the applicant's area of expertise;
3. Perform scholarly or professional services at the local, state, national, or international level;
4. Engage in other creative or scholarly activities; or
5. Engage in intellectual and professional development activities that will be of benefit to the individual and to the University.

Since a sabbatical leave may be granted for a variety of purposes and in a variety of ways, it seems important to specify those purposes which are excluded from this leave program. These include financial gain and tourist travel.

### Eligibility

All tenured faculty at Central Michigan University are eligible to apply for this type of leave to take effect at the end of the sixth continuous year or twelfth semester of regular full-time duties. In computing the six (6) year requirement, continuous part-time service shall be accumulated and converted to full-time service. Credit also may be granted for professionally relevant leaves taken since the last sabbatical leave. Otherwise, eligibility for sabbatical leaves shall not be cumulative. Faculty members who do not wish to apply for a sabbatical leave in the year they become eligible or who are denied a leave for any reason will retain their eligibility and may apply during the following year(s).

Upon completion of one sabbatical leave, a faculty member begins to accrue time toward eligibility for the next sabbatical leave in the regular semester in which the final report of the sabbatical is submitted to the Office of the Dean provided normal academic duties are resumed. Otherwise, the eligibility begins to accrue in the semester in which normal academic duties are resumed provided the final report has been submitted. The leave time is not considered to be part of the accrued time toward a subsequent leave.

The rules of the Retirement Board of the Michigan Public Service Employees Retirement Fund (MPSERF) state that an employee under their retirement system "Must have been employed . . . for at least seven consecutive years immediately before the sabbatical leave." Consequently, faculty members under MPSERF electing to take an academic year's sabbatical after six years may lose a year's service credit toward retirement. Individuals under MPSERF should be aware of the loss in years of service credit as well as the impact a leave may have when computing the best five years' average salary. It should be noted, however, that a person electing a one-semester leave at full salary after six consecutive years of service will not incur any loss in retirement benefits. Applicants for sabbatical leave are encouraged to contact the CMU Benefits Office for more information on this point.

Sabbatical leaves shall be granted with due regard to the claims of those eligible and applying as well as the best interests of the University. Such leaves will be granted when departmental programs and the interests of the University will not be seriously impaired by the person's absence. They shall be granted to those individuals whose past service and contributions have been such to warrant the assumption that they will benefit in a manner that will enhance their value to the institution.

### Length of Leave and Compensation

A sabbatical leave may be granted for one-half the annual contractual period at full salary or for one annual contractual period at half salary. The length of such leave shall not exceed the period of time for which the individual is annually appointed. An individual may combine a grant, such as a Fulbright, or other professional income with a sabbatical leave provided the total income derived while on leave does not exceed the normal salary for the period of the leave after the expenses of the leave, such as equipment, books, and professional travel, have been deducted.

As a general rule, a faculty member on a sabbatical leave may engage in other activities for financial compensation or gain only when these activities are included and approved as part of the sabbatical leave application process. It is the responsibility of the applicant to inform the University of all other salary, grants, fellowships, or financial support he/she expects to or does receive during the period of the sabbatical leave.

While on sabbatical leave, an individual is an employee of the University and continues to receive benefits. If the leave is at full salary for one-half the annual contractual period, those benefits available to all full-time faculty will continue unaffected. However, if the leave is for the annual contractual period at half salary, retirement contributions will be based on the actual salary paid.

### Resources for Continuation of Course Offerings

In those instances where a sabbatical leave is granted for an entire contractual period at half pay, funds equivalent to the remaining one-half of the salary shall be made available to employ a part-time replacement. Unless human resources are allocated by the Provost or the Dean of the respective college to replace those individuals on fully-paid leaves, departments normally will reduce the number of course offerings and/or absorb students into existing courses or in some other fashion maintain their responsibility to serve students.

### Guarantees

An individual granted a sabbatical leave agrees in writing to return to CMU for at least one contractual period or to refund the compensation paid by CMU during the leave unless this obligation is specifically waived by the Provost. In case of death, accident, or illness causing the faculty member to be unable to return, this obligation is waived.

### Postponement

Sabbatical leave applications shall not be denied solely for the convenience of the department or college. However, any time delay incurred because an approved sabbatical is postponed solely for the convenience of the department or college shall accrue in terms of eligibility toward a subsequent sabbatical leave.

Any postponement must be recommended by the department, dean and Provost and approved by the Board of Trustees. Postponements requested by the faculty member may not exceed two (2) semesters. An approved sabbatical postponed at the request of the faculty member, which is not taken within two (2) semesters beyond the period for which it was initially approved, is canceled. This limitation does not apply when postponement requests originate from the department or the college.

### Application and Review Procedures

1. At the beginning of each academic year, the department chairperson or Dean shall inform the faculty of the application deadline (see below). Individuals requesting a sabbatical leave shall secure a copy of these "Sabbatical Leave Administrative Rules and Procedures" from either the Office of the Dean of the respective college or Faculty Personnel Services, and complete the "Application for Sabbatical Leave/Leave of Absence" form (Appendix A). These forms are available at the FPS website [www.fps.cmich.edu](http://www.fps.cmich.edu). This application form shall be accompanied by a proposal using the structure outlined under the section of this document entitled, "Proposal Format."
2. Because of its unique position regarding technical expertise, the department shall act as the initial and primary reviewing body for proposed sabbatical leave projects.
3. A candidate's department chairperson or the candidate's department designee will present the candidate's project to the college committee charged with the review of sabbatical leave proposals.

4. At any level of review at which a proposed project is denied, the applicant will be given a written explanation indicating the reason(s) for denial. At the department and college levels, this may also include suggestions for revisions. The applicant shall be given at least two weeks to resubmit the proposal when the department or the college committee suggests revisions.
5. Each dean shall establish a college committee for the purpose of assisting the dean in reviewing departmental recommendations, serving as an appeal body for applicants whose proposals have been denied at the department level; and recommending proposals to the dean. The dean shall communicate her/his recommendations to the Provost.
6. The Provost shall review those applications recommended by the deans, as well as those not recommended but appealed by the applicant, and submit those proposals which he/she supports to the Board of Trustees for approval.
7. The department and college review committees shall be established as follows:
  - Departmental: According to established departmental procedures. Where departmental procedures are silent on this matter, the chairperson shall be authorized to act on behalf of the department.
  - College: Representatives determined by each college

Filing deadlines for sabbaticals to be taken in the next academic year are as follows:

  - Left to Departments: The formal application and proposal must be filed with the chairperson or in accordance with the established departmental procedures
  - October 1: Departmental recommendation forwarded to dean
  - November 1: Dean's recommendation due in the Office of the Provost
  - December: Provost's recommendation submitted to the Board of Trustees for approval

Following action by the Board, the University shall publish, through appropriate media, a list of the leave recipients. Recipients of a sabbatical leave, upon receiving official notice of Board of Trustees action, shall sign a formal agreement (Appendix B).

#### Proposal Format

A leave request shall include an "Application for Sabbatical Leave/Leave of Absence" form (Appendix A) and a proposal which shall be organized and consist of the following items:

1. Resume of scholarly or creative activities;
2. A clear, concise statement of the tasks to be completed during the leave;
3. A timeframe for completing tasks identified in 2. as a whole, as well as for each individual task;
4. A statement of how the proposed activities will accomplish the acknowledged purposes of a sabbatical leave and improve the applicant's contributions to the University;
5. Detailed information concerning the resources and facilities needed to complete the proposed activity; and
6. A statement of the explicit outcomes anticipated from the leave.

#### Evaluation Criteria

Individuals and committees who evaluate leave requests shall give consideration to:

1. The quality of the proposal, its probable value to the professional development of the individual,

and the contribution to the University and students;

2. Potential value of the completed project to the University, the applicant's college, professional area, and students;
3. Evidence which exhibits sound preliminary planning of the project and ability to complete the project;
4. Past record of service to the University, research, teaching, and other scholarly and creative Activity;
5. The final report and any subsequent outcomes of the most recent sabbatical leave
6. The years of service applicable toward the leave; and
7. Impact on department programs.

### Final Report

Recipients of a sabbatical leave agree to submit a full written report by the end of the academic semester in which normal academic duties are resumed. Two copies of the report shall be made with one being forwarded to the department chairperson and the other forwarded to the Office of the Dean for review and acceptance. Upon review and acceptance, the dean shall forward a copy of the report to Faculty Personnel Services and shall notify the bargaining unit member in writing of the acceptance of her/his report.

The final report must contain:

1. A brief summary of the proposal;
2. A review of the tasks accomplished;
3. Copies of articles monographs, creative works, or manuscripts prepared for publication, if applicable; and
4. A description of the explicit outcomes as they affect the individual and the University.