

CCSN Update

Academic Faculty Policies

Number: ACF-25

Title: Sabbatical Leave Policy

Policy Effective Date:

June 20, 2007

Approved:

Richard Carpenter
CCSN President

June 20, 2007
Date

Faculty Senate Recommendation

Faculty Senate Recommendation Unnecessary

Recommended Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)

Alok Pandey
Faculty Senate Chair

May 21, 2007
Date

I. PURPOSE: To describe sabbatical leaves at CCSN.

II. POLICY:

A. Sabbatical Leave

1. **Definition.** A sabbatical leave means a leave of absence with compensation for one year or a fraction thereof as determined by the President and pursuant to the terms and conditions of the NSHE Code. The Nevada System of Higher Education makes a limited number of sabbatical leaves available to qualified faculty members each year, for which CCSN pays for the leave, but not all sabbatical openings are required to be used. Contingent on funding, qualified faculty in good standing may receive a sabbatical leave to provide time and resources to revitalize themselves through scholarship, writing, or professional/artistic development. Faculty may also use a sabbatical leave for completing a terminal degree.
2. **Eligibility.** CCSN will consider applications for sabbatical leaves from tenured faculty. Eligibility for sabbatical leave commences at the end of the sixth year of full time service in the same position. Any period of time spent on an unpaid status is not considered a part of the six-year service requirement under this policy. Applications for a sabbatical leave must be submitted while a faculty member is in a paid status. Faculty shall serve at least six (6) additional years prior to eligibility for subsequent sabbatical leaves.
3. **Selection.** Selection criteria for sabbatical leaves include the merit of the proposed use of the sabbatical leave time, the applicant's past performance at CCSN, and available resources for sabbatical leaves. Proposals for sabbatical leave may be submitted by faculty for the purpose of non-degree study and degree-seeking study. All proposals will be analyzed on a case-by-case basis and ranked by the Faculty Senate's Committee on Sabbatical Leaves in order of merit. In cases where non-degree-seeking proposals have equal merit, preference will be given to terminally qualified faculty members to revitalize themselves through scholarship, writing, or professional/artistic development.
4. **Compensation.**
 - a. **Salary.** Faculty on sabbatical leave receive 67% of anticipated regular contract salary for 10 months' leave (two semesters), or 100% of anticipated regular contract salary for 5 months' leave (one semester). A faculty member approved and taking a sabbatical leave must return to the College and work for a period that is equal to the length of the sabbatical period upon the completion of the sabbatical.
 - b. A faculty member will receive fringe benefits while on sabbatical leave, provided any appropriate premium deductions are taken from his/her salary.

- c. A faculty member on sabbatical leave is eligible for any general or special adjustment in salary received by other faculty members of the College.
 - d. A faculty member on sabbatical leave may accept a fellowship, assistantship, or research grant, provided his/her compensation and plan of work are approved by his/her respective Chair, Dean, the VPAA, the President, and the Board of Regents, as necessary.
 - e. Faculty may not accrue unused sabbatical leaves nor will the College pay compensatory time for unused sabbatical leaves.
 - f. Except in an emergency and as approved by the Vice President for Academic Affairs, a faculty member taking a sabbatical leave may not teach for CCSN with or without compensation.
5. **Application and Supporting Documentation.** A faculty member desiring a sabbatical leave must submit the following documents to the department chair and dean for evaluation and action:
- a. An application form that includes the individual's name, department, title, date of initial appointment to a full-time position, and the period of leave covered by the application.
 - b. Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, a time-line and calendar of activities and a statement of anticipated outcomes. **The applicant must provide evidence of the projects connection to the CCSN strategic plan.** The statement of leave plans should not exceed four typed pages. If the project is dependent on research grants or funds not in hand at the time of application, the candidate must provide a statement explaining how he/she will complete the project without receipt of funds. If the project is for the purpose of completing a terminal degree, the candidate will provide a statement explaining how the leave will advance the candidate toward degree completion.
 - c. A current curriculum vitae.
6. **Deadlines.** To receive adequate consideration, the candidate must submit the application to the department chair by October 1 for review. The chair will forward the application by October 15 to the Dean of the Division for approval. The Dean forwards his/her recommendation to the Chair of the College Sabbatical Leave Committee not later than November 1 of the fiscal year preceding the year for which leave is requested. The Sabbatical Leave Committee chair forwards the application to the VPAA by December 15, for submission to the President. The President's recommendations are then submitted to the Board of Regents. If any deadline falls on a Saturday, the application is due the day before (Friday). If any deadline falls on Sunday, the application is due the next day (Monday).

7. Application Evaluation. The applicant's department chair will forward the application to the dean with a letter addressing the value of the project to the individual and the department, and instructional and financial needs of the department to replace the applicant for the leave period. The applicant's dean will forward the application with his/her recommendation to the College Sabbatical Committee. The College Sabbatical Committee will evaluate all requests for sabbatical leaves and forward the applications to the VPAA in a priority order. Criteria for evaluating applications will include: 1) evidence of connection to the CCSN strategic plan, 2) adequacy of description, goals, timetables; 3) feasibility of the project, 4) ability of individual to complete the project, 5) value of the project to CCSN, 6) relevance of the project to the teaching field, and 7) recommendations of the chair and dean.
8. Notification. The VPAA will submit the prioritized application with his/her recommendation to the President for consideration. Following final approval, the President will notify the candidates of approval or denial of the application.
9. Other Conditions.
 - a. All leaves with pay will be subject to both the availability of funds and the availability of suitable replacements.
 - b. Assignments of a professor returning from a sabbatical leave will be determined by the department chair and dean. A faculty member on leave will retain the position he/she left insofar as adjustments in staff will permit.
 - c. A sabbatical leave is a contract between the College and a faculty member. The faculty member commits to satisfactory performance pursuant to the application for leave and the College allows time and resources for the sabbatical project. The department chair and dean will judge performance using the criteria described above in 7. Should a faculty member not perform satisfactorily or should a faculty member desire not to return to the College after a sabbatical leave, he/she will be obligated to repay CCSN the amount of compensation (salary and benefits) which he/she received while on leave.
 - d. CCSN may grant a year's leave without pay immediately following a sabbatical leave, or a sabbatical leave immediately following a leave without pay. Such extensions of leaves are subject to the same conditions as those pertaining to the original leave.
 - e. At the conclusion of his/her sabbatical, the faculty member will write a report summarizing the project as described in 5(b) above. The department chair and dean will evaluate this report and place it in the professor's departmental file for future consultation when he/she applies for subsequent sabbaticals. The dean will send a copy to the VPAA.