

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 19-A-XX

Approved by the Faculty Senate
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BRIEF SUMMARY: This bill specifies the procedure portion of the existing *Faculty Handbook* section on Sabbatical Leave (Chapter 4, Section D).

REVISING “SABBATICAL LEAVE” TO ESTABLISH A PROCEDURE SECTION

BE IT RESOLVED THAT: subject to the passage and approval of this bill and its companion bill establishing a corresponding “policy” section, Chapter 4, Section D of the Faculty Handbook be amended by replacing the existing content with the following:

SABBATICAL LEAVE

1 **Procedures**

2 Eligibility and Special Conditions

- 3 1. Only tenured faculty are eligible to apply for a sabbatical leave.
- 4 2. A sabbatical leave may not be taken prior to the seventh year of full-time employment at
5 the University. Faculty ~~who have not yet received a sabbatical leave~~ are eligible to apply
6 in their sixth year of full-time employment; or in any year thereafter for a sabbatical leave
7 to be taken in the following year.
- 8 3. A sabbatical leave may be granted to the same person only once every seven years.
- 9 4. The applicant agrees to return to the University for at least one year following the year of
10 the sabbatical.
- 11 ~~5. The applicant will file a report summarizing the use of the sabbatical leave not more than~~
12 ~~sixty days following the return to regular employment at the University. Three copies of~~
13 ~~the report will be submitted to the department chairperson.~~
- 14 ~~6.5.~~ An individual may combine a grant, such as a Fulbright, or other professional awards
15 with a sabbatical leave. Any employment for financial gain during the period of the
16 sabbatical leave must be approved in advance by the Provost. Normally, the total income
17 after sabbatical leave expenses should not exceed the salary which would have been
18 forthcoming in the period of the sabbatical leave.
- 19 ~~6.~~ Applications should contain a clear account explanation of the impact of the faculty
20 member's absence on departmental programs and of measures to be taken to absorb this
21 impact, including an accounting of the financial commitment necessary to compensate for
22 the faculty member's absence. As a guiding principle, no more than five percent of the
23 faculty may be on leave in any academic year.

24 ~~7.~~

25 Faculty Replacement

26 When an individual is on one-semester leave at full pay, departments are expected to make
27 appropriate adjustments in course offerings and faculty loads to maintain their responsibility to
28 serve students. Such arrangements must be approved by the dean. In those cases where
29 appropriate adjustments cannot be made within existing resources, additional resources may be
30 provided by the college dean or the Provost. The awarding of the sabbatical will be contingent
31 upon the approval of suitable arrangements. When an individual is on leave for the entire
32 academic year at half pay, the remaining one half of the salary will be made available for part-
33 time replacement without disruption of departmental funding.

34 Preparation of Sabbatical Proposals

35 Applicants should indicate the relevance of their proposals to University goals and department
36 objectives, including the enhancement of academic programs and instruction, and the
37 professional growth of the faculty member. Faculty should follow the sabbatical leave guidelines
38 outlined herein and use the form posted on the Provost's website. If an applicant's department
39 and/or college has additional criteria, it is the applicant's responsibility to address them. The
40 objectives of the sabbatical leave should be clearly defined, and the proposed use of time,
41 including travel, should be justified with reference to these objectives. ~~The itinerary of any~~
42 ~~proposed travel should be included.~~ If the proposal requires a formal relationship with another
43 institution or agency, these details must have full endorsement of the outside group.

44 In addition, there should be evidence relating to the quality of the proposal and the qualifications
45 of the applicant to achieve the proposal's objectives. Such evidence will typically include an
46 updated Curriculum Vitae, CV ~~bibliography of past publications, an account of relevant~~
47 ~~professional activities,~~ and supporting letters from colleagues at the University. Supporting
48 letters from colleagues outside the University are appropriate when another institution or agency
49 is involved.

50 ~~Supporting letters from colleagues outside the University are appropriate when another~~
51 ~~institution or agency is involved.~~

52 Finally, sabbatical proposals should ~~indicate~~ demonstrate substantial promise of success.
53 Evidence should be included indicating the likelihood that the project can be completed in the
54 allotted period of time and that the proposed use of time is sufficient to achieve the stated
55 objectives. If a book or article is planned, evidence that it is publishable or will receive

56 professional distribution should be included. ~~If a new program is to be developed, there should~~
57 ~~be evidence that it will be instituted when completed.~~ If academic respecialization or post-
58 doctoral study is intended, there should be evidence that the faculty member's newly acquired
59 knowledge and skills will be put to use in the classroom or in other professional activities.

60 ~~Applicants are responsible for the submission of their Record of Service form and other~~
61 ~~appropriate documentation.~~

62 Assessment of Sabbatical Leave Proposals

63 ~~University-wide guidelines are followed in the assessment of applications for a sabbatical leave.~~
64 ~~The primary consideration in the assessment of sabbatical leave proposals is the potential value~~
65 ~~of the proposed project to the University, to the students, and to the applicant's professional~~
66 ~~development, discipline, department, or college.;~~

67 In general, consideration ~~should~~ will also be given to the following:

68 ~~1. The potential value of the proposed project to the applicant's professional development;~~
69 ~~2.1. The potential value of the proposed project to the University, to the students, and to the~~
70 ~~applicant's professional development, discipline, department, or college;~~

- 71 • The evidence of preliminary planning to complete the project;
- 72 • The qualifications of the applicant to undertake the project; and
- 73 • The applicant's record of teaching, professional growth, and University service.

74 ~~3. Departments and colleges may develop specific criteria within these guidelines.~~

75 Application and Proposal Review Process

- 76 ~~1. At the end of each spring semester, department chairpersons should inform faculty of the~~
77 ~~application deadline for sabbatical leave requests.~~
- 78 ~~2. Interested faculty should obtain an application for sabbatical leave from their department~~
79 ~~chairperson. Applicants are expected to include all information relevant to these~~
80 ~~University guidelines for sabbatical leave and to the specific criteria developed within~~
81 ~~their respective departments and colleges/schools.~~
- 82 ~~3. Initial review of requests proposals shall take place at the department level. Chairpersons~~
83 ~~will coordinate sabbatical leave review according to procedures established by the~~
84 ~~continuing faculty members of their departments. The chairperson will make~~
85 ~~recommendations to the dean of the college/school including favorable and unfavorable~~
86 ~~recommendations, and submit all support materials. The chairperson should include an~~
87 ~~assessment of the applicant's absence on the mission of the department.~~

- 88 ~~4. The dean, with the recommendation of the College/School Sabbatical Review~~
89 ~~Committee, shall select qualified applicants from the college/school and forward positive~~
90 ~~recommendations to the Provost. The College/School Sabbatical Review Committee shall~~
91 ~~be chosen by a method approved by the college faculty and shall be representative of the~~
92 ~~academic units within the college/school.~~
93 ~~5. The Provost, in counsel with the University Promotion and Sabbatical Leave Committee~~
94 ~~consisting of the Dean of the Graduate School (non-rotating) and a member from each of~~
95 ~~the colleges, and Kent Library, shall make recommendations to the President. Faculty~~
96 ~~members serve terms of five years, with one faculty member rotating off every year.~~
97 ~~Appointments to the committee are to be made in alternative years by the Faculty Senate~~
98 ~~and the President of the University.~~
99 ~~6. The President will present recommendations to the Board of Regents for action.~~

100 The calendar for sabbatical application and review is as follows:

101 Materials and/or recommendations will be due by 5:00 p.m. on the listed day. Should any of the
102 following dates fall on a weekend or university holiday, materials and/or recommendations will
103 be due on the business day after the date specified. Sabbatical application and review steps will
104 be completed by the following dates:

105 **May 1**

106 At the end of each spring semester department chairpersons should
107 The Provost's Office will inform faculty of the application deadline for sabbatical leave requests.

108 **September 1**

109 Faculty ~~desiring~~ applying for sabbatical leave for the following academic year should submit
110 their ~~applications~~ proposals, including all supporting materials, to the department chairperson for
111 review ~~at the department level by the Department Tenure and Promotion and Sabbatical~~
112 Advisory Committee and the department chairperson.

113 **October 1**

114 For each proposal, the department chairperson will forward to the dean the recommendations
115 from the chairperson and the , with the recommendation of the Department Tenure and
116 Promotion and Sabbatical Advisory Committee. shall submit recommendations to the dean of the
117 college including favorable and unfavorable recommendations. Recommendations from the
118 department chairperson should be submitted to the dean for review and recommendation by the
119 College Sabbatical Review Committee. Proposals are then to be reviewed by the dean and the
120 College Tenure and Promotion and Sabbatical Advisory Committee.

121 **November 1**

122 ~~For each proposal, the dean will forward to the Provost all proposals with the recommendations~~
123 ~~from the dean and the College Tenure and Promotion and Sabbatical Advisory Committee (along~~
124 ~~with the recommendations from the previous levels). Proposals are then to be reviewed by the~~
125 ~~Provost and the University Tenure and Promotion and Sabbatical Leave Advisory Committee. ,~~
126 ~~with the recommendation of the College Tenure and Promotion and Sabbatical Advisory~~
127 ~~Committee, shall submit recommendations to the Provost including favorable and unfavorable~~
128 ~~recommendations. Recommendations from the dean should be submitted to the Provost for~~
129 ~~review and recommendation by the University Tenure and Promotion and Sabbatical Advisory~~
130 ~~Committee. Promotion Committee.~~

131 **December 1**

132 ~~For each proposal, the Provost will forward to the President all proposals with the~~
133 ~~recommendations from the Provost and the University Tenure and Promotion and Sabbatical~~
134 ~~Advisory Committee. Recommendations from the Provost should be submitted to the President,~~
135 ~~All proposals are then reviewed by the President~~ who will submit the final recommendations to
136 the Board of Regents.

137 **February 1**

138 ~~The President shall notify a~~ Applicants ~~should be notified of~~ of the action of the Board of
139 Regents. ~~by the President.~~

140 **Final Report**

141 ~~The office of the Provost will make public to the university community the name and project~~
142 ~~titles of those who were sabbatical leave recipients for each academic year.~~

143 Within sixty days after returning to regular employment, recipients of a sabbatical leave will
144 submit ~~three~~ copies of a final report to the respective department chairperson, dean and Provost.
145 The final report should contain a brief summary of the proposal, a review of the objectives, an
146 assessment of the accomplishment, and copies of articles, monographs or creative works
147 prepared during the sabbatical. ~~The chairperson will retain one copy of the report for department~~
148 ~~files and forward the remaining two copies of the report to the dean. The dean will retain one~~
149 ~~copy for the college files and forward the remaining copy to the Provost.~~ The Provost will
150 forward an acceptance of the report to the individual faculty member and send copies to the
151 department chairperson, dean and President.

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Action	Date
Introduced to Senate	3/6/2019
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	

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