
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 17-A-13

Approved by the Faculty Senate
March 8, 2017

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

2 **Procedures**

3 Eligibility and Special Conditions

- 4 1. Only tenured faculty are eligible to apply for a sabbatical leave.
5 2. A sabbatical leave may not be taken prior to the seventh year of full-time employment at
6 the University. Faculty are eligible to apply in their sixth year of full-time employment;
7 or in any year thereafter for a sabbatical leave 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. An individual may combine a grant, such as a Fulbright, or other professional awards
12 with a sabbatical leave. Any employment for financial gain during the period of the
13 sabbatical leave must be approved in advance by the Provost. Normally, the total income
14 after sabbatical leave expenses should not exceed the salary which would have been
15 forthcoming in the period of the sabbatical leave.
16 6. Applications should contain a clear explanation of the impact of the faculty member's
17 absence on departmental programs and of measures to be taken to absorb this impact,
18 including an accounting of the financial commitment necessary to compensate for the
19 faculty member's absence. As a guiding principle, no more than five percent of the
20 faculty may be on leave in any academic year.

21 Faculty Replacement

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

30 Preparation of Sabbatical Proposals

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

40 In addition, there should be evidence relating to the quality of the proposal and the qualifications
41 of the applicant to achieve the proposal's objectives. Such evidence will typically include an
42 updated CV and supporting letters from colleagues at the University. Supporting letters from
43 colleagues outside the University are appropriate when another institution or agency is involved.

44 Finally, sabbatical proposals should demonstrate substantial promise of success. Evidence should
45 be included indicating the likelihood that the project can be completed in the allotted period of
46 time and that the proposed use of time is sufficient to achieve the stated objectives. If a book or
47 article is planned, evidence that it is publishable or will receive professional distribution should
48 be included. If academic specialization or post-doctoral study is intended, there should be
49 evidence that the faculty member's newly acquired knowledge and skills will be put to use in the
50 classroom or in other professional activities.

51 Assessment of Sabbatical Leave Proposals The primary consideration in the assessment of
52 sabbatical leave proposals is the potential value of the proposed project to the University, to the
53 students, and to the applicant's professional development, discipline, department, or college.

54 In general, consideration will also be given to the following:

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

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

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

63 **May 1**

64 The Provost's Office will inform faculty of the application deadline for sabbatical leave
65 requests.

66 **September 1**

67 Faculty applying for sabbatical leave for the following academic year should submit their
68 proposals, including all supporting materials, to the department chairperson for review by the
69 Department Tenure and Promotion and Sabbatical Advisory Committee and the department
70 chairperson.

71 **October 1**

72 For each proposal, the department chairperson will forward to the dean the recommendations
73 from the chairperson and the Department Tenure and Promotion and Sabbatical Advisory
74 Committee. Proposals are then to be reviewed by the dean and the College Tenure and
75 Promotion and Sabbatical Advisory Committee.

76 **November 1**

77 For each proposal, the dean will forward to the Provost all proposals with the recommendations
78 from the dean and the College Tenure and Promotion and Sabbatical Advisory Committee (along
79 with the recommendations from the previous levels). Proposals are then to be reviewed by the
80 Provost and the University Tenure and Promotion and Sabbatical Leave Advisory Committee.

81 **December 1**

82 For each proposal, the Provost will forward to the President all proposals with the
83 recommendations from the Provost and the University Tenure and Promotion and Sabbatical

84 Advisory Committee. All proposals are then reviewed by the President who will submit the final
85 recommendations to the Board of Regents.

86 **February 1**

87 The President shall notify applicants of the action of the Board of Regents.

88 **Final Report**

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

91 Within sixty days after returning to regular employment, recipients of a sabbatical leave will
92 submit copies of a final report to the respective department chairperson, dean and Provost. The
93 final report should contain a brief summary of the proposal, a review of the objectives, an
94 assessment of the accomplishment, and copies of articles, monographs or creative works
95 prepared during the sabbatical. The Provost will forward an acceptance of the report to the
96 individual faculty member and send copies to the department chairperson, dean and President.

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Action	Date
Introduced to Senate	2/22/17
Second Senate Meeting	3/8/17
Faculty Senate Vote	3/8/17
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	