



ACADEMIC SENATE OFFICE


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ACADEMIC SENATE POLICY

April 28, 2022

TO: Lynn Mahoney, President
San Francisco State University

FROM: Teddy Albinak, Chair ^{DS}
Academic Senate

RE: Senate Policy #S22-301 Sabbatical and Leaves with Pay Policy

SOURCE COMMITTEE:
Faculty Affairs Committee

SENATE ACTION:

At its meeting on Tuesday, April 19th, 2022, the Academic Senate approved **Senate Policy #S22-301 Sabbatical and Leaves with Pay Policy**.

We solicit your concurrence. Thank You.

ecc: Jennifer Summit, Provost and Vice President for Academic Affairs
Carleen Mandolfo, AVP of Faculty Affairs and Professional Development
Michael Scott, AVP of Office of Research and Sponsored Programs
Claudia Guedes, Chair of University Sabbatical Committee
Deans, Associate Deans, Chairs and Directors

PRESIDENTIAL ACTION

APPROVED 
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Date: 05/03/2022 | 9:36 AM PDT



SAN FRANCISCO STATE UNIVERSITY

Policy #: S22-301
 Supersedes: S13-018
 Senate Approval: 04/19/2022
 Presidential Approval: 05/03/2022
 Effective: Fall 2022
 Last Review: Spring 2022
 Next Review: Fall 2025

Sabbatical and Leaves with Pay Policy

Source Committee: Faculty Affairs Committee

Unit(s) Responsible for Implementation: Faculty Affairs

History

Version	Approved	Revisions(s)
1	05/03/2022	Original

I. Introduction

- A. Sabbatical leaves and Difference in Pay leaves shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining. The purpose of the sabbatical and difference in pay leave is to enable a faculty member, librarian, or counselor to undertake professionally related activities that cannot be completed while engaging in the person's regular university activities.

II. Types of Leaves with Pay

- A. Sabbatical leaves may be granted for one semester with full pay OR for two semesters with half pay.
- B. Difference in Pay leaves may be granted for one or two semesters at the difference in pay between the recipient's salary for each leave semester and the minimum salary of the instructor rank (for faculty), the difference in pay between the recipient's salary for each leave semester and the minimum salary of the lowest comparable time base librarian rank (for librarians), and the difference in pay between the counselor employee's salary and the minimum salary of the instructor rank at the comparable time base (for counselors) (CBA 28.3).
- C. The review processes for Sabbatical leaves and Difference in Pay leaves are different, as identified below.

III. Sabbatical Leaves

- A. Eligibility
- To be eligible for a sabbatical leave, the applicant must have served full-time for six (6) years at this campus in the preceding seven (7)

year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave. This includes lecturer faculty as well as tenure/tenure track faculty. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements (CBA 27.2).

B. Deadlines

1. Faculty Affairs will notify faculty, librarians, and counselors eligible for sabbatical leaves by the end of the Spring semester prior to the fall deadline for applications.
2. The sabbatical leave application is to be completed by the applicant and filed by October 1 in the Office of Faculty Affairs.
3. When a faculty member, librarian, or counselor is afforded an unexpected opportunity, such as external funding, a scholarship, or a fellowship, a rapid and expedited review for a half-pay sabbatical leave outside of the normal deadline will be provided. The original copy of the application shall be forwarded to the Office of Faculty Affairs, which will confirm the eligibility of the applicant and inform the University Sabbatical Committee.

- C. Final approval of a sabbatical will not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the faculty member, librarian, or counselor fails to render one semester of university service for each semester of sabbatical following the sabbatical. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU [CBA 27.9].

D. Guidelines and Procedures for Granting Sabbaticals

1. Effective beginning with sabbaticals granted for the 2007-2008 academic year, all applications for sabbaticals at one-half (1/2) of full salary shall be approved if they meet the criteria set forth in the CBA. If there are a sufficient number of faculty unit employees eligible for sabbaticals who meet the conditions in the CBA, then a campus shall grant no fewer sabbaticals than twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such sabbaticals in that year in addition to those faculty approved for a sabbatical at one-half (1/2) of full salary.
2. If a sabbatical leave is denied based on factors other than the merit of the proposal as identified in 27.6 or 27.7 of the CBA, upon request of the faculty unit employee, the sabbatical leave shall be deferred until the following academic year. If, as a result of deferrals under 27.6 or 27.7 of the CBA, the number of sabbaticals initially awarded falls below 12%, then the most highly ranked applicants not initially granted sabbaticals will be awarded sabbaticals, up to the 12% requirement.
3. In accordance with the CBA, it is the intent of this policy that "faculty unit employees eligible for sabbatical leave who meet the conditions of this Article receive their sabbatical leave, subject to provision 27.7" (27.10.a) of the CBA.

4. Faculty employees serving as department chairs (class codes 2481, 2482) shall be assigned to the equivalent 12-month or academic year instructional faculty classification (e.g. 2361, 2360) for the duration of the sabbatical and will not receive the department chair stipend while on sabbatical.
 5. A sabbatical of two (2) semesters may be implemented within a two (2) consecutive year period, subject to the recommendations of the University Sabbatical Committee (USC) and the appropriate administrator and the approval of the President.
 6. The salary of an academic year faculty employee or an academic year counselor faculty unit employee on a sabbatical leave shall be in accordance with the following:
 - a. One semester at full salary OR
 - b. Two semesters at one-half (1/2) of full salary
 7. The salary of a librarian, 12-month faculty employee, or 12-month counselor faculty unit employee on a sabbatical shall be in accordance with the following:
 - a. Four (4) months at full salary Or
 - b. Eight (8) months at one-half (1/2) of full salary.
- E. Application
1. An application for a sabbatical consists of a statement of the purpose of the sabbatical; a description of the proposed project; an activity plan with a time line; a description of the SFSU resources, if any, necessary to carry it out; and a statement of the time requested, which shall not exceed one (1) year.
 2. The applicant submits the complete application packet by October 1 to Faculty Affairs, which forwards the materials to the USC and the applicant's Department Chair.
- F. University Sabbatical Committee
1. The USC is elected by probationary and tenured faculty unit employees. Members of the committee must be tenured faculty unit employees. The membership of the USC shall consist of two elected representatives from each college, one elected representative from the library, and three at-large representatives elected by the faculty. When there is a vacancy in an elected college and library position, the dean of that college or library will appoint a faculty member from among those willing to serve. A faculty unit employee applying for a sabbatical shall not be eligible for election to the USC.
 2. USC shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: (a = 40%); (b = 30%); and (c = 30%).
 - a. The intellectual or creative significance of the proposed endeavor. No proposal shall be considered to be of lesser merit because the proposed activities bridge disciplinary lines as they are defined by the departmental/college structure of this university.
 - b. The importance and effectiveness of the proposed endeavor in furthering the applicant's professional development. This criterion may be satisfied in many ways, including but not limited to producing professional value for the applicant and benefitting their students, their department, their college, the university, their discipline/field, the community, and the public.

- c. The likelihood of completion based on the applicant's past achievements and the feasibility of their activity plan and timeline. This may include consideration of the applicant's academic or professional background, the applicant's prior interest and experience in relevant subjects, the challenges and inequities that the applicant has faced, and the applicant's overall ability and reliability in planning and carrying out projects, including past sabbatical and leave projects. This criterion shall not be applied in ways that advantage applicants who have had greater prior opportunities for past research, scholarship and creative activities.
 3. The USC's ranked list of recommended applicants from across the campus shall be submitted to the President (or designee).
- G. The Department Chair or Equivalent
 1. The Department Chair or equivalent shall forward the application along with a written statement to the Dean of the College or Library regarding possible effects on the curriculum and operation of the department or equivalent unit should the sabbatical be granted.
- H. Dean
 1. The Dean of a School or Library shall consider recommendations from Departments and equivalent units and add a statement on program needs and budget implications should the sabbatical be granted.
 2. If a candidate is deemed indispensable, the Dean and the Department Chair, together with the candidate, shall devise an action plan to accommodate the applicant for the next sabbatical/leave evaluation cycle.
 3. The statement from the Dean of a School or Library shall be submitted to the President (or designee), along with the Department Chair's recommendation.
- I. President (or designee)
 1. The President (or designee) will consider input from the USC, the Dean and Department or equivalent unit prior to making a final determination regarding sabbatical leaves.
 2. Upon final approval of a sabbatical leave, the President (or designee) will respond in writing to the applicant and shall include the reasons for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected department, College/Library Dean, and the USC.
 3. Once notified of the decision, a candidate may confer with the USC Chair regarding the review of their proposal.

IV. Difference in Pay Leaves

- A. Eligibility
 1. To be eligible for a difference in pay leave, the applicant must have served full-time for six (6) years at this campus in the preceding seven (7) year period prior to the leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. The applicant will be eligible for a subsequent difference in

pay leave after they have served full-time for three years after the last sabbatical or difference in pay leave.

B. Deadlines

1. Faculty Affairs will notify faculty eligible for difference in pay leaves by the end of the Spring semester prior to the fall deadline for applications.
2. The Difference in Pay application is to be completed by the applicant and filed by October 1 with the Office of Faculty Affairs and the department or library Leave with Pay Committee.
3. When a faculty member is afforded an unexpected opportunity, such as external funding, a scholarship, or a fellowship, a rapid and expedited review of a difference in pay leave outside of the normal deadline will be provided. The original copy of the application shall be forwarded to the Office of Faculty Affairs who will confirm eligibility of the applicant and forward the application to the department or library leave with pay committee.

C. Filing of Bond or Waiver of Bond

1. Final approval of a difference in pay leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets that are at least equal to the amount of salary paid during the period of leave. Such suitable bond or accepted statement of assets shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the difference in pay leave.

D. Difference in Pay Leave Application and Review

1. The faculty member shall submit a request for a difference in pay leave to the Office of Faculty Affairs and the department/library Leave with Pay Committee. An application for a difference in pay leave consists of a statement of the purpose of the leave; a description of the proposed project; an activity plan with a time line; a description of the SFSU resources, if any, necessary to carry it out; and a statement of the time requested, which shall not exceed one (1) year.
2. A department Leave with Pay Committee composed of tenured faculty, and elected by probationary and tenured faculty, shall review difference in pay leave applications. This review shall consider questions related to the quality of the proposal for the difference in pay leave. The recommendation ensuing from such a review shall be submitted to the college dean/university librarian.
3. The department chair/equivalent unit director shall provide a statement to the college dean/university librarian regarding the possible effect on the curriculum and the operation of the department should the faculty member be granted a difference in pay leave.
4. Prior to making a recommendation to the President, the college dean/university librarian shall consider the department's recommendation and program needs.
5. A faculty member applying for a difference in pay leave shall not serve on a departmental difference in pay review committee.

V. Terms of Sabbatical or Difference in Pay Leaves

- A. A faculty unit employee shall render service to the CSU upon return from a sabbatical or difference in pay leave at the rate of one (1) term of service for each term of leave (CBA 27.20 & 28.16).
 - 1. Failure to return to the university to honor the above obligation will result in forfeiture of bond or in a legal action on the part of the university to recover appropriate compensation. Such action will be waived, however, if failure of the employee to return and render the requisite services is caused by the death or physical or mental disability of the employee.
- B. A faculty unit employee on Sabbatical or Difference in Pay leave shall not accept additional and/or outside employment without prior approval of the President (CBA 27.18 & 28.14).
- C. Faculty on sabbatical or difference in pay leave shall be considered in work status and shall receive health, dental and appropriate fringe benefits provided by the CSU in the same manner as if they were not on sabbatical or difference in pay leave (CBA 27.16 & 28.12).
 - 1. Less than full time leave may have an impact on CalPERS retirement benefits. Consult CalPERS for details.
- D. Faculty on Sabbatical or Difference in Pay leave shall be entitled to accrue sick leave, vacation, and service credit toward service salary increase eligibility, eligibility toward promotion, if applicable, and seniority.

VI. Principles of Distribution Within the University

- A. In no case shall the campus grant fewer sabbatical leaves than the number of leaves budgeted in the 1991-1992 CSU budget. Every effort will be made to increase the number of sabbaticals granted, in accordance with the budgetary resources of the University. No later than the date on which applications for sabbaticals are due in the college office, the Provost will determine the projected number of sabbaticals for the following year. The projected sabbaticals will be distributed to the respective colleges and library according to the following principles and guidelines:
- B. The principle of equitable and representative distribution of sabbaticals across colleges and the library will guide the allocation of leaves. In general, the USC should strive for reasonably equitable rates of application success across the various colleges.
- C. The President or their designee shall report to the Academic Senate the percentage of eligible faculty who were awarded sabbaticals on an annual basis. The president or their designee shall also report on the distribution of sabbatical leave awards across the various colleges on an annual basis.