
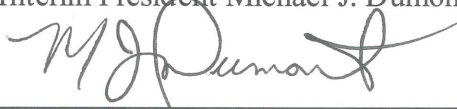




<b>Policy Number:</b>	AS 01-010
<b>Policy Administrator:</b>	Academic Senate Executive Committee
<b>Policy Initiator:</b>	Academic Senate Executive Committee
<b>Authority:</b>	Academic Senate
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<b>Revised Date:</b>	November 13, 2023
<b>Approved AS Chair:</b>	Chair, Elizabeth McNie
<b>Approval Signature AS Chair:</b>	
<b>Approved:</b>	Interim President Michael J. Dumont
<b>Approval Signature:</b>	

### Sabbatical Leave Policy

**Purpose:** This policy provides guidance to the faculty and administration of the California State University Maritime Academy (CSUM) on sabbatical leave policies and procedures. This policy is intended as a supplement to Article 27 of the Collective Bargaining Agreement (CBA), and in some instances, highlights items in Article 27. This policy does not replace or supersede Article 27. This policy does supersede all prior CSUM Academic Senate policies, practices, and procedures regarding sabbatical leaves.

**Scope:** Any full-time faculty unit employee, including Marine Vocational Instructors (MVIs), shall be eligible for a sabbatical leave if they have served full-time at CSUM for six years in the seven-year period preceding the leave. Full-time faculty unit employees are defined as: a) teaching faculty, b) coaching faculty, c) librarian faculty, and d) counselor faculty. In this policy, the terms "full-time faculty unit employee", "faculty", and "faculty member" may be used interchangeably and have the same meaning.

**Policy and Procedures:** The California State University Maritime Academy (CSUM) regards sabbatical leave as an investment in its faculty to advance the mission of the campus. A sabbatical leave shall be for purposes that provide a benefit to CSUM, such as research, scholarly and creative activity, instructional improvement, or faculty retraining.

#### 1. Eligibility

Full-time faculty members, including Maritime Vocational Instructors (MVIs), shall be eligible for a sabbatical leave if they have served full-time at CSUM for six full academic years in the seven-year period preceding the leave. Applications may be submitted during the 6th year or any subsequent year. To be eligible for a subsequent sabbatical leave, full time faculty members must have served full time at least six full academic years after any previous leave with pay. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for sabbatical leave. 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.

## **2. Length of Leave**

A full-time faculty member may be granted sabbatical leave for one semester at full salary or two semesters at one-half of full salary. A library faculty member may be granted a sabbatical leave for four months at full salary or eight months at one-half of full salary. A sabbatical leave of two semesters may be granted within a two consecutive academic year period subject to the recommendations of the Provost, School Dean, Professional Leave Committee, and the final approval of the President.

## **3. Sabbatical Application Procedure**

a. The list of faculty eligible for a sabbatical leave shall be maintained and distributed annually to the Office of Provost. The sabbatical applications are due to the Associate Provost, by the **first Friday in October** before the academic year when the sabbatical leave will begin.

b. All sabbatical applications (Appendix 1) shall include:

- (i) A statement of the proposed sabbatical project's purpose, which includes how the sabbatical leave will provide a benefit to the applicant, CSUM, and/or the CSU;
- (ii) A description of the proposed project, which includes:
  - a. a detailed outline of the proposed project;
  - b. an itemized list of CSUM/CSU resources needed;
  - c. any financial support from grants, fellowships, non-CSUM compensation (requires prior approval from the President of the CSUM);
  - d. the tangible results, outcomes, or end-products from the sabbatical leave.

c. After receiving the application, the Associate Provost will submit the application packet to Professional Leave Committee (PLC), and to the Chair of the applicant's department.

d. The department Chair shall review the sabbatical application and submit an impact statement and recommendation by completing the form in Appendix 2, to the School Dean, no later than two weeks after receiving the application.

e. The School Dean (or other supervisor, as appropriate) shall review the sabbatical application and department Chair's impact statement and recommendation, and then submit a

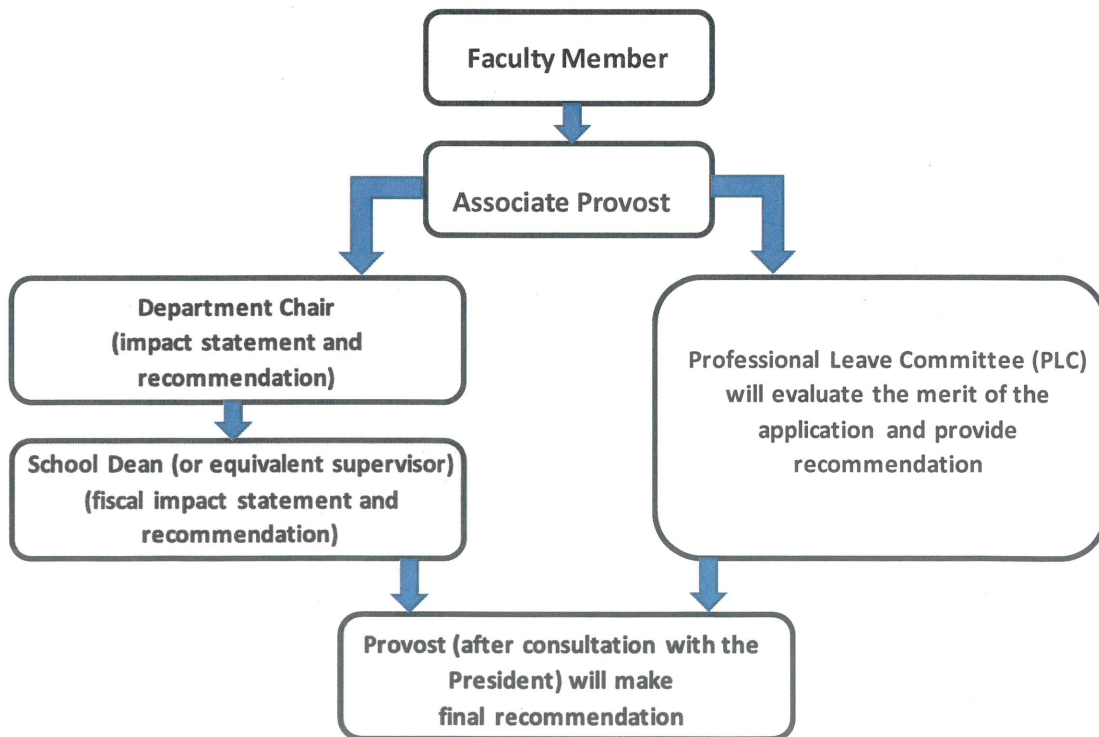
recommendation to the Provost by completing the form in Appendix 3, which lays out the fiscal impact should the sabbatical leave be granted, no later than two weeks after receiving the materials from the department Chair.

f. The Professional Leave Committee (PLC), **which shall include three faculty members with no more than one from each department**, shall review all sabbatical applications and evaluate them based on the intrinsic merit and the applicant's prior record (as per the form in Appendix 4) and rank them in order. (In the event that a committee member is applying for sabbatical, he/she is ineligible to serve on the committee during that cycle.) The PLC will submit their recommendation to the Provost by completing the form in Appendix 5 no later than four weeks after receiving the materials from the Associate Provost.

g. The Provost, as President's designee, shall review the sabbatical applications, department Chairs' impact statements and recommendations, School Deans' recommendations and fiscal impact statements, PLC recommendation, and after consultation with the President will make a final decision on the sabbatical leave and communicate the decision to the candidate by copying the Dean of the candidate's School and the Chair of the candidate's department. The Provost's decision will be submitted no later than four weeks after receiving the materials from the School Dean and PLC.

h. Final approval of the sabbatical leave shall not be granted until the applicant has filed a suitable bond or a waiver of said bond and a list of assets (not including PERS holdings) and/or a promissory note (Appendix 6) that is individually or collectively at least equal to the amount of salary paid during the leave with the Office of the President of CSUM.

i. A faculty member who is approved for a sabbatical leave shall render service to the CSUM upon return from a sabbatical leave at the rate of one semester of service for each semester of leave.



#### **4. Additional Employment**

Faculty members on sabbatical leave shall not accept employment elsewhere without prior approval of the President. In situations where the employment would contribute to the goal of the sabbatical leave, the burden of proof is on the faculty member to demonstrate the worth of such employment. A faculty member who is granted a sabbatical leave may be required by the President or the Provost to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President, the Provost, and the Professional Leave Committee

#### **5. Submission of Final Report**

Upon the completion of a sabbatical leave, the faculty member shall submit a '*Sabbatical Leave Report*' as per the Appendix 7. The '*Sabbatical Leave Report*' shall be provided to the Provost (as President's designee), and copies provided to the Associate Provost, the School Dean of the faculty member, the Department Chair of the faculty member, and the Chair of the Professional Leave Committee no later than one month after the faculty member resumes her/his normal duties and responsibilities at CSUM. Failure to provide an acceptable report could result in the denial of subsequent sabbatical leaves. The faculty should keep a copy of the report for the next leave application.

**Appendix 1.**

California State University Maritime Academy (CSUM)

*Sabbatical Leave Application*

1.	Name:	Date:
2.	Department:	
3.	Current academic rank or Job Classification:	
4.	Date initially hired into a tenured or tenure-track position:	
5.	Date of most recent sabbatical leave, if applicable:	
6.	Are you presently on the Cruise Calendar or Academic Year?	
7.	If you are on the Cruise Calendar, are you planning to submit a written request to be temporarily placed on the Academic Year pay scale during the academic year of your sabbatical?	
8.	Type of sabbatical leave presently requesting:	
	One semester at full-pay:	Two semesters at half pay:
9.	Effective dates for proposed sabbatical leave (not to exceed one academic year) -	
	First Choice:	Fall / Spring                      Year:
	Second Choice:	Fall / Spring                      Year:
10.	Attach a written statement of purpose for your sabbatical leave. Your statement of purpose must describe how your sabbatical leave will provide a benefit to the Academy and/or the CSU.	
11.	Attach a written description of your proposed project. Your description should include:	
	(i) a detailed outline of your proposed project;	
	(ii) an itemized list of CSUM/CSU resources needed;	
	(iii) any financial support from grants, fellowships, or other non-Academy compensation you expect during your sabbatical leave (requires prior approval from the President of the CSUM);	
	(iv) tangible results, outcomes, or end-products from your sabbatical leave.	





**Appendix 4.**

California State University Maritime Academy (CSUM)

*Evaluation Rubric*

Applicant:	
Proposal:	
Scoring Rubric (10 points each)	
Is the proposal well organized and coherent?	
Are the goals and objectives of the proposal well-articulated with a clear timeline?	
Is the research methodology clearly identified and explained?	
Are the stated goals attainable in the proposed time frame?	
Does the proposed sabbatical leave advance the applicant's research agenda (including publications, creative work, awards, program development, and other scholarly output)?	
Comments:	
Total Score:	





**Appendix 6.**

*California State University Maritime Academy (CSUM)*

<p>_____</p>	<p>I will furnish the President of the Academy a bond, pursuant to Title 5 of the California Administrative Code, Section 43005, to indemnify the State of California against loss in the event I do not return to render one term of service in the California State University for each term of leave.</p>
<p>OR</p>	
<p>_____</p>	<p>I request that the President of the Academy waive said bond. I agree to return to the service of The California State University and render at least one term of service for each term of leave following my return from the leave of absence granted me. In support of this request, and pursuant to Title 5 of the California Administrative Code, Section 43005, I submit the following list of assets (the value of which is in excess of that salary to be paid to me during leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure.</p>
<p><i>DESCRIPTION OF ATTACHABLE ASSETS</i></p> <p><i>(Do not include the current balance in retirement fund per Government Code Section 21201)</i></p>	
<p>I recognize that this leave, if granted, will be pursuant to Sections 43000 through 43008 of Title 5 of the California Administrative Code, the Chancellor's Executive Order No. 37, and the policies and procedures specified in FS 67-19, and the current Memorandum of Understanding, together with any amendments subsequently issued thereto. I further recognize that no agreement beyond this leave is implied or stated. I agree to abide by the terms of the Title 5 sections stipulated, and the current Memorandum of Understanding, and the policies and procedures referred to therein should this application be approved.</p>	

Signature of the applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed to and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

**Appendix 7.**

**California State University Maritime Academy (CSUM)**

***Sabbatical Leave Report***

Name:

School (if applicable):

Department:

Sabbatical leave period:      Fall 20\_\_\_\_ and/or Spring 20\_\_\_\_

Additional employment during the sabbatical leave: Yes / No

{If yes, then attach additional documentation to the report}

Did your sabbatical project include alteration of proposed goals/objectives: Yes / No

Summarize your sabbatical project goals/objectives, indicating what specific goals have been accomplished during your leave? If your goals/objectives have been altered, then clearly summarize them in this section. If there are any published product/s resulted from your sabbatical leave, please include its full citation along with web URL. **{No more than two pages in length}**

Which goals have been partially achieved/not achieved? Discuss the reasons that may have prevented you from the completion of stated goals? **{No more than one page in length}**

Comment on the specific benefits to students, faculty, and/or CSUM/CSU from your sabbatical **{No more than one page in length}**

By signing below, I certify the information provided in this report to be true.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**For CSUM official use below**

PLC has reviewed the report and determine that it is (circle the appropriate):

Complete ; satisfactory; and timely

Incomplete; unsatisfactory; and late

Statement:

PLC Chair: \_\_\_\_\_

PLC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

School Dean has reviewed the report and determine that it is (circle the appropriate):

Complete ; satisfactory; and timely

Incomplete; unsatisfactory; and late

Statement:

School Dean (or equivalent Supervisor): \_\_\_\_\_

School Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair has reviewed the report and determine that it is (circle the appropriate):

Complete ; satisfactory; and timely

Incomplete; unsatisfactory; and late

Statement:

Department Chair: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Provost has reviewed the final report, statements from PLC, School Dean and Department Chair and determine that it is (circle the appropriate):

Complete ; satisfactory; and timely

Incomplete; unsatisfactory; and late

Final Statement:

Provost: \_\_\_\_\_

Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*{Faculty member may be required to submit the final report with approval signatures when applying for the next sabbatical leave}*