






ACADEMIC SENATE

POLICY NO. 502

ISSUE DATE: 10/21/09 REVISION DATE:	POLICY: SABBATICAL LEAVE
REFERENCE:	
APPROVED:  President, California Maritime Academy  Chair, Academic Senate  Chair, Senate Policy Committee	

I. OVERVIEW

The terms and conditions for sabbatical leaves are described in Article 27 of the Collective Bargaining Agreement (CBA) and this Senate Policy No. 502. The purpose of this policy is to provide guidance to the faculty and administration of the California Maritime Academy (CMA, or Academy) with respect to sabbatical leave policies and procedures. This policy is intended as a supplement to Article 27 of the CBA, and in some instances, highlights particular items in Article 27. This policy does not replace or supersede Article 27. This policy does supersede all prior CMA Academic Senate policies, practices, and procedures regarding sabbatical leaves.

Under the CBA, any full-time faculty unit employee, including full-time lecturers and Marine Vocational Instructors, shall be eligible for a sabbatical 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.

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II. POLICY

- A. A sabbatical leave shall be for purposes that provide a benefit to the California Maritime Academy and/or the California State University system, such as research, scholarly and creative activity, instructional improvement or faculty retraining.
- B. Any full-time faculty member, including lecturers, shall be eligible for a sabbatical leave if s/he has served full-time for six years at the Academy in the preceding seven-year period prior to the leave and at least six years after any previous sabbatical leave.
- C. In the case of full-time lecturers, sabbatical leaves shall occur within the period of employment specified in their appointment letters.
- D. The sabbatical leaves may occur in either the fall or the spring semester at full-pay or at half-pay for both the fall and spring semester.
- E. The deadline for applying for a sabbatical leave is the **first Friday in October** before the academic year when the sabbatical leave will begin.
- F. The list of faculty eligible for a sabbatical leave shall be maintained and distributed annually by the Director of Faculty Affairs.

III. PROCEDURES

- A. Eligible faculty shall submit an Application for Sabbatical Leave to the Chair of the Professional Leave Committee (PLC) and the Chair of her/his department or, in the case of the librarians, coaches, and counselors, the appropriate supervisor.
- B. The Application for Sabbatical Leave shall include:
 - 1. A statement of purpose of the sabbatical, which includes how the sabbatical leave will provide a benefit to the applicant, Academy, and/or the CSU;
 - 2. A description of the proposed project, which includes:
 - a. a detailed outline of the proposed project;
 - b. an itemized list of Academy/CSU resources needed;
 - c. any financial support from grants, fellowships, non-Academy compensation (requires prior approval from the President of the Academy);
 - d. the tangible results, outcomes, or end-products from the sabbatical leave.

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- C. The Professional Leave Committee (PLC) shall review the Application for Sabbatical Leave and provide a written recommendation to the Provost and a copy to the applicant no later than two weeks after receiving the application. In their review, the PLC shall consider questions related to the quality of the proposed sabbatical project and whether the proposed sabbatical project will provide a benefit to CMA and/or the CSU in the form of research, scholarly and creative activity, instructional improvement or faculty retraining. The recommendation of the PLC shall indicate whether they recommend approval or denial of the sabbatical leave application and the reasons for their recommendation.
- D. The Chair of the applicant's department or the appropriate supervisor shall review the Application for Sabbatical Leave, and s/he shall write:
1. A statement of impact regarding the possible effects on the curriculum, the operation of the department, and the fiscal impact on the department should the applicant be granted a sabbatical leave; and
 2. A recommendation on whether the proposed sabbatical project will provide a benefit to CMA and/or the CSU in the form of research, scholarly and creative activity, instructional improvement or faculty retraining. The recommendation of the Chair shall indicate whether s/he recommends approval or denial of the sabbatical leave application and the reasons for her/his recommendation.

The statement of impact and recommendation shall be provided to the Provost and copy to the applicant no later than two weeks after receiving the applicant's Application for Sabbatical Leave.

- E. Prior to making a recommendation to the President of the Academy regarding the Sabbatical Leave Application, the Provost shall consult with the Academic Dean about the fiscal impact of the sabbatical leave should the leave be granted. The Provost shall review the Application for Sabbatical Leave and accompanying recommendations from the PLC and Department Chair or appropriate supervisor and the statement of impact from the Department Chair or appropriate supervisor. The Provost shall make a written recommendation to the President and provide a copy of his/her recommendation to the applicant no later than two weeks after receiving the Application for Sabbatical Leave, the recommendation from the PLC, and the statement of impact from the Department Chair or appropriate supervisor. The Chair of the PLC and Department Chair or appropriate supervisor of the applicant shall also be provided a copy of the Provost's recommendation. The recommendations of the Provost shall indicate whether s/he recommends approval or denial of the Sabbatical Leave Application and the reasons for the recommendation.

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- F. The President of the Academy shall review: a) the Application for Sabbatical Leave, b) the Provost's recommendation, c) the Professional Leave Committee's recommendation, and d) the Department Chair's or appropriate supervisor's statement of impact and recommendation. The President shall provide a written response to the applicant no later than two weeks after receiving the Application for Sabbatical Leave and accompanying recommendations and statement of impact. The response from the President shall include the reasons for approval or denial of the sabbatical leave application.
- G. Final approval of a 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 that is individually or collectively at least equal to the amount of salary paid during the leave with the Office of the President of the Academy.
- H. Upon completing a sabbatical leave, the faculty member shall submit a Sabbatical Leave Report. The Sabbatical Leave Report shall be provided to the President of the Academy, and copies provided to the Provost, 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 the Academy.

The Sabbatical Leave Report shall include:

1. The purpose and objectives of the sabbatical activity.
2. A description of tangible results of the activity, such as:
 - a. research undertaken and results;
 - b. publications, if any, in reference to the activity;
 - c. list of creative works, exhibits, or performances.
3. Academy, personal, and other resources used for the activity.

IV. SABBATICAL LEAVE APPLICATION TIMELINE

- A. Applicant submits an Application for Sabbatical Leave to the Chair of the PLC and his/her Department Chair or appropriate supervisor no later than **the first Friday in October** before the academic year when the leave would begin.
- B. Chair of the PLC provides the written recommendations of the PLC to the Provost and a copy to the applicant **no later than two weeks** after receiving the applicant's Application for Sabbatical Leave.

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- C. Department Chair or appropriate supervisor provides her/his statement of impact of the sabbatical leave and recommendation to the Provost and copies to the applicant **no later than two weeks** after receiving the Application for Sabbatical Leave.
- D. Provost provides her/his written recommendation to the President of the Academy and a copy to the applicant **no later than two weeks** after receiving the Application for Sabbatical Leave and accompanying recommendations.
- E. The President of the Academy provides her/his written response to the applicant and copies to the appropriate individuals **no later than two weeks** after receiving the Application for Sabbatical Leave and accompanying recommendations.
- F. **After** a faculty member has received approval for her/his sabbatical leave, s/he must file a suitable bond or a waiver of said bond and a list of assets) and/or a promissory note with the President's Office **before** s/he begins her/his sabbatical leave.
- G. Upon completing her/his sabbatical leave, the faculty member must submit a **Sabbatical Leave Report** to the Academy President and copies to appropriate individuals **no later than one month** after resuming her/his normal duties at the Academy.

California Maritime Academy

Application for Sabbatical Leave

1. Name: _____ Date: _____
2. Department: _____
3. Current academic rank or job classification: _____
4. a. Date initially hired into a tenured or tenure-track position: _____, or;
b. Date initially hired into a full-time, lecturer or instructor 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
8. Effective dates for proposed sabbatical leave (not to exceed one academic year):
First choice: Fall and/or spring semester and year _____
Second choice: Fall and/or spring semester and year _____
9. 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.
10. Attach a written description of your proposed project. Your description should include:
 - a) a detailed outline of your proposed project;
 - b) an itemized list of Academy/CSU resources needed;
 - c) 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 Academy);
 - d) the tangible results, outcomes, or end-products from your sabbatical leave.

**The California Maritime Academy
Sabbatical Leave Certification**

_____ 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.

OR

_____ 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.

DESCRIPTION OF ATTACHABLE ASSETS

(Do not include the current balance in retirement fund – per Government Code Section 21201)

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.

Signature of Applicant

Address _____

Date _____

Subscribed to and Sworn to before me

this _____ day of _____, 20____.

Signature of Notary Public