



ACADEMIC SENATE

POLICY NO. 502

ISSUE DATE: REVISION DATE:	POLICY: SABBATICAL LEAVE
REFERENCE:	
APPROVED: <hr/> President, California Maritime Academy <hr/> Chair, Academic Senate <hr/> Chair, Senate Policy Committee	

The terms and conditions of the Sabbatical Leave Policy of the California Maritime Academy are described in Article 27 of the California Faculty Association agreement. This policy supersedes prior policies regarding sabbatical leaves. This policy affects all faculty unit employees.

POLICY:

A sabbatical leave must provide a benefit to the California maritime Academy and the University. Each year, eligible members of the faculty may apply for a sabbatical. The sabbatical may be for the fall of spring semester at full pay or half pay for both the fall and spring semester.

The following are additional rules regarding sabbatical leaves for faculty at California Maritime Academy:

- A. The eligibility list for sabbatical purposes will be maintained in the Academic Affair's Office.

ACADEMIC SENATE POLICY NO. 502
SABBATICAL LEAVE
PAGE 2

- B. The application, along with the required written statement of the purpose of the leave, shall be submitted to the Chair of the Professional Leave Committee no later than February 1 before the academic year and the leave will begin. The Committee should meet to make a recommendation within two weeks of receipt of the application. The recommendation of the Committee will be forwarded to the individual's department chair.
- C. A statement regarding the request for sabbatical from the individual's department chair including the impact to the department as well as the recommendation of the Professional leave Committee will be forwarded to the Vice President, Academic Affairs (VPAA) within one week of receipt of the Committee's recommendation. A copy of the Professional Leave Committee's recommendation will be provided the applicant.
- D. The Vice President, Academic Affairs will make a recommendation to the President, California Maritime Academy considering all factors affecting the academic program including the input from the Professional leave Committee, the department chair, and budget impact. The VPAA recommendation should be made within one week of receipt of the Committee and department reports. A copy of the Vice President's recommendation will be provided the applicant.
- E. Upon return from leave, a report of the professional activities accomplished during the sabbatical must be provided to the President, California Maritime Academy and Vice President, Academic Affairs. The final report of activities must be submitted within one month after resumption of active duty following termination of the leave.

SABBATICAL LEAVE REQUEST

ACADEMIC YEAR _____

This form is to be used as a guide by all faculty requesting a sabbatical leave during the next academic year. The list of faculty eligible for sabbatical leave is maintained in the office of the VPAA. This form is to be completed and returned, with all supporting documentation, to the Professional leave Committee Chair by February 1. The information that you provide will be the primary source of information used by the Committee to make their decisions. Please be as complete and as detailed as possible.

Name: _____

Department: _____

Sabbatical Status Requested: _____ Fall Semester only with full pay.
 _____ Spring Semester only with full pay.
 _____ Fall & Spring Semester at half pay.

Purpose of Sabbatical Leave (Submit attachments as necessary):

Proposed Activity (Be as detailed as possible. Submit attachments as necessary):

Benefit to Faculty Member (Be as detailed as possible. Submit attachments as necessary):

Benefit to CMA (Be as detailed as possible. Submit attachments as necessary):