WHEREAS, Article 8 does not describe the process for Award provision;

WHEREAS, adding a section for Awards required reorganization of Article 8;

THEREFORE, BE IT RESOLVED THAT the following changes to Article 8 be approved:

ARTICLE 8

SABBATICAL LEAVE AND AWARDS

Section 1. Sabbatical Leave

A. Eligibility for and Terms of Sabbaticals

Eligibility for and terms of sabbatical leaves are provided in Article IX Sec. 6 of the University Statutes. (See Appendix 1)

B. Purposes and Uses of Sabbaticals

A sabbatical leave may be used for one or more of the following purposes: improving professional competence in a field appropriate to the applicant’s professional responsibilities; undertaking a public affairs project; conducting research; engaging in artistic or professional creative activity; developing instructional materials such as texts or laboratory manuals; or other purposes such as general professional development and renewal. No use shall be preferred over any other use. The sabbatical activity must be consistent with Department or Program, College,
Campus and/or University priorities and needs as jointly determined by the Campus Sabbatical and Awards Committee (CSAC) and the Vice Chancellor for Academic Affairs.

C. Number of Sabbaticals

Normally, the number of sabbaticals awarded at the campus in any academic year will be eight (8) or determined by a ratio of one (1) sabbatical leave to each twenty (20) full-time faculty members.

D. Conditions of Sabbaticals

Each faculty member who is granted a sabbatical leave shall serve the University for at least one (1) academic year following the sabbatical. In lieu of returning for one (1) year of service, the faculty member may satisfy this obligation by refunding the University the salary paid while on sabbatical.

E. Campus Sabbatical and Awards Committee

The Campus Sabbatical and Awards Committee (CSAC) shall review and evaluate sabbatical proposals and nominations for campus-level awards. This excludes University level awards or programs such as the University Scholars Awards or awards offered by campus sub-units such as Colleges or Institutes. The CSAC will judge qualifying sabbatical proposals solely on the academic merit of the proposal and the prospect of successful completion.

F. Process for Sabbaticals

1. Applications for sabbatical leave, which will comprise no more than five (5) pages of explanation and be accompanied by a Department or Program recommendation, shall be sent to the dean of the College in which the faculty member is principally assigned. The Dean shall review each application and forward those he/she is recommending with her/his assessment to the Campus Sabbatical and Awards Committee according to the schedule established in the Campus Academic Personnel Calendar.

2. The CSAC will review and evaluate the proposals to ensure that they fall within the purposes and uses as specified in Section 2 of this Article, rejecting those that do not.
3. The CSAC will rank the remaining applications based on the purposes and uses specified in Section 2, and will provide written recommendations to the Vice Chancellor for Academic Affairs with a copy to the faculty member.

4. The Vice Chancellor for Academic Affairs shall then review the Committee’s recommendation and report and make his/her recommendation to the Chancellor based on the provisions set forth above. A copy of her/his recommendation regarding each applicant will be sent to that faculty member.

5. The Chancellor shall review all materials generated in the evaluation process and formulate a final recommendation concerning sabbaticals, based on the provisions set forth above. The Chancellor shall notify the applicants of her/his recommendation and the reasons for it in writing, with a copy to the Vice Chancellor for Academic Affairs, the Dean, the CSAC chair, the Department or Program, and the Personnel File by the last day of classes of the fall semester.

6. The Chancellor’s recommendation for a sabbatical leave is subject to the approval of the President and the Board of Trustees [Article IX Sec. 6 of the University Statutes].

G. Report on Sabbaticals

Each recipient shall make a presentation on the sabbatical to her/his colleagues and submit a report to her/his Personnel File in the year following the sabbatical.

Section 2. Awards

Each year the Provost’s Office will announce the opening of nominations for faculty awards. Nominations must be accompanied by letters of support and rationale. Nominations must be made by someone other than the person being nominated. A nominee’s file will remain active for three years unless the nominee is selected for the award. The Sabbatical and Awards committee will review nominations and select a candidate who meets the criteria set forth for the award. Nomination guidelines will be distributed by the Provost.