

The University Senate of Michigan Technological University

SUPERSEDED

PROPOSAL 1-95

CHANGES TO THE UNIVERSITY SABBATICAL LEAVE POLICY

1. Philosophy of sabbatical leaves

Sabbatical leaves are not a fringe benefit and are not automatically granted. The purpose of sabbatical leaves is to give faculty a rest from their normal duties and encourage them to explore professional avenues which performance of their normal duties would prevent. Faculty are encouraged to leave the Houghton area, develop contacts with other academic institutions, research institutes, businesses, or government agencies as part of the sabbatical. These encouragements are in keeping with the philosophy underlying sabbatical leaves. They are, however, not required.

2. Eligibility

In order to be eligible for a sabbatical leave, a faculty member must have (1) been granted tenure at the University and (2) served for at least six years as a faculty member at the University. Eligibility for subsequent sabbatical leaves requires a minimum of six years to pass since the completion of the previous sabbatical leave.

3. Guidelines

In order to be considered for a sabbatical, faculty must prepare a sabbatical leave proposal, using the guide shown in Appendix N [Note: the old handbook placed this form as "N" in the appendix. The form, which did not change, is not included in this proposal].

Sabbaticals will not be granted if (1) the sabbatical proposal includes the performance of any substantive duties at MTU, (2) the proposed sabbatical is for less than one full quarter, (3) the faculty member does not agree to return to MTU after the leave, (4) the faculty member does not agree to provide a written report at the end of the sabbatical leave to the University Sabbatical Leave Committee, or (5) the faculty member did not provide a written report for a previous sabbatical leave.

4. Compensation

Compensation for sabbaticals will be based on the following formula:

$$L = \{[1 - (0.25)^*(Q-1)]*(S)\}$$

Where:

L = the salary for the academic year in which the sabbatical leave is taken

Q = the requested sabbatical leave time in quarters (Q must be at least 1, but no more than 3). Except in special circumstances, Q will be a whole number

S = the nine-month academic year salary of the faculty member

In table form, this formula is shown below:

Duration of Leave	Salary in Sabbatical Leave Year
1 Quarter	100% of Academic Year Salary
2 Quarters	85% of Academic Year Salary
3 Quarters	70% of Academic Year Salary

Note: Most faculty are on nine-month appointments. For those who are not on nine-month appointments, academic year salary is what their salary would be if they were on normal, nine-month appointments. Pay for administrative duties is not part of a normal, nine-month faculty salary.

5. Fringe Benefits

During the period when a faculty member is on sabbatical leave:

- Insurance benefits remain the same as when actively employed on campus
- TIAA-CREF retirement plan contributions and social security are paid on the salary received
- Contributions to the Michigan Public School Employees Retirement System, in accordance with MPERS policy, are discontinued. Service time will be purchased by the University upon completion of one year of service after return from leave
- Sick leave does not accrue

6. Procedure

- The applicant for sabbatical leave prepares a sabbatical leave proposal using the guide given in Appendix N [of the Faculty Handbook]
- The applicant presents the sabbatical leave proposal to the applicant's immediate supervisor
- The supervisor appends a recommendation, with advice for the faculty as described in the department's/school's charter, and forwards the proposal with a recommendation (even if the recommendation is negative) to the University Sabbatical Leave Committee. A copy of the recommendation is sent to the applicant. In the case of departments, a copy of the proposal with recommendation, should also be sent to the dean of the appropriate college in order to keep the dean informed.
- The University Sabbatical Leave Committee reviews proposals and suggests modifications, if appropriate. The Committee makes recommendations to the Provost/President on all applications for sabbatical leave.
- The Provost/President will notify each applicant as to whether the sabbatical leave has been granted.

7. Appeals

See the University's grievance procedures.

8. Timing

Everyone involved in the sabbatical leave approval process should act in a timely manner. Even though plans for sabbatical leaves sometimes do not solidify until rather late in the academic year, applicants should begin the process as early as possible. Applications received after March 15 will not be considered.

9. Changes in Approved Sabbatical Leaves

Once a sabbatical leave has been approved, any substantive changes in the faculty member's sabbatical plans must be approved by the faculty member's supervisor, the University

Sabbatical Leave Committee, and the Provost/President.

Proposal Approved by Senate: November 30, 1994

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Submission to BOC delayed at Senate's Request: March 22, 1995 until completion of Faculty Survey

See Proposal 9-05