

# Presidential Advisory Committee of Michigan Technological University

(Voting Units: Academic Departments)

## Sabbatical Leave Procedures

Current Procedures from Faculty Handbook and other sources as noted	Draft Procedures Changes from current procedures are given in bold print
<p><b>1. Philosophy of Sabbatical Leaves</b> Sabbatical leaves are not a fringe benefit and are not automatically granted. The purpose of sabbatical leaves is to give faculty a respite 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.</p>	<p><b>1. Philosophy of Sabbatical Leaves</b> Sabbatical leaves are not a fringe benefit and are not automatically granted. The purpose of sabbatical leaves is to give faculty a respite from their normal duties in order to facilitate their exploration of 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.</p>
<p><b>2. Eligibility</b> 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.</p>	<p><b>2. Eligibility</b> 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.</p>
<p><b>3. Proposal Guidelines</b> In order to be considered for a sabbatical, faculty must prepare a sabbatical leave proposal, using the guide that follows.</p> <p>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 semester, (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.</p>	<p><b>3. Proposal Guidelines</b> In order to be considered for a sabbatical, faculty must prepare a sabbatical leave proposal, using the current guide for preparation of applications as provided and approved by the Sabbatical Leave Committee. Copies of the guide will be available in printed and on-line form at the Center for Teaching, Learning and Faculty Development (or successor unit), and from the Chair of the Sabbatical Leave Committee.</p> <p>Sabbatical leave will be approved only under these conditions:</p> <ul style="list-style-type: none"> <li>a. The faculty member agrees to perform no substantive duties at MTU, including both instruction, and committee work and administrative functions at the department, school, college, and university level. Graduate student committee work is specifically excluded from this prohibition.</li> </ul>

- b. The proposed leave is for at least one full semester.
- c. The faculty member agrees to return to MTU after the leave, subject to exceptions approved by the President under Board of Control policy.
- d. The faculty member agrees to provide a written report at the end of the sabbatical leave.
- e. The faculty member has provided the written report for the previous sabbatical leave (if any).

**4. Compensation**

<u>Duration of Leave</u>	<u>Salary in Sabbatical Leave Year</u>
1 Semester	100% of Academic Year Salary
2 Semesters	50% 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.

The following text is from Board Policy 6.1, Program for Sabbatical Leave

*Faculty may not accept full-time employment during the course of their sabbatical leave.*

*Faculty members on sabbatical leave of absence may receive money from fellowships, grants, or other sources.*

**The following text is from Senate Proposal 6-00, Supplemental**

**Sabbatical Leave Funds**

*Any monies "released" by an individual faculty member's sabbatical leave (e.g., the remaining % of salary for a full-year leave) will be left in control of the individual academic unit.*

**4. Compensation**

Michigan Tech will compensate the faculty member on sabbatical leave as follows:

<u>Duration of Leave</u>	<u>Salary in Sabbatical Leave Year</u>
1 Semester	100% of Academic Year Salary
2 Semesters	50% 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.

Faculty agree to adhere to Board Policy 6.1 Program for Sabbatical Leave regarding full time employment and funding from fellowships, grants or other sources during the course of the sabbatical. University funds under discretionary control of the faculty member, but not general university funds, may be used to subsidize travel as described in the sabbatical leave proposal.

Any funds "released" by an individual faculty member's sabbatical leave (i.e. the remaining 50% of a full-year's leave) will be left in control of the individual academic unit.

**5. Fringe benefits**

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

- a. Insurance benefits remain the same as when actively employed on campus.
- b. TIAA/CREF retirement plan contributions and social security are paid on the salary received.
- c. 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

**5. Fringe benefits**

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

- a. Insurance benefits remain the same as when actively employed on campus.
- b. TIAA/CREF retirement plan contributions and social security are paid on the salary received.
- c. 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 service after return from leave.

d. Sick leave does not accrue.

completion of one year service after return from leave.

d. Sick leave does not accrue.

**6. Application Procedure**

Initial requests for sabbatical leave will be made in writing to the individual's immediate supervisor and to the Provost, so that a more comprehensive record of the proportion of requested leaves to actual sabbatical leaves can be accumulated.

- a. The applicant for sabbatical leave prepares a sabbatical leave proposal using the guide that follows.
- b. The applicant presents the sabbatical leave proposal to the applicant's department chair or school dean.
- c. The department chair or school dean appends a recommendation, with advice from 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 and the Provost in order to keep them informed.
- d. The University Sabbatical Leave Committee reviews proposals and suggests modifications, if appropriate. The Committee makes recommendations to the President on all applications for sabbatical leave.
- e. The President will notify each applicant as to whether the sabbatical leave has been granted.

In consultation with the Provost, the Sabbatical Leave Committee will submit an annual report to the Senate which details sabbatical leave activities. The Senate will undertake periodic review of these reports and investigate additional initiatives to encourage sabbatical leaves as an avenue for faculty professional development.

**6. Application Procedure**

- a. The individual faculty member begins the process by sending to the individual's immediate supervisor a written statement of intent to submit a proposal for sabbatical leave.
- b. The applicant for sabbatical leave writes a sabbatical leave proposal using the preparation guide of Section 3 above.
- c. The applicant presents the sabbatical leave proposal to the applicant's department chair or school dean.
- d. The department chair or school dean
  - i. writes a recommendation, with advice from the faculty as described in the charter of the department or school;
  - ii. forwards the proposal with the recommendation (even if the recommendation is negative) to the University Sabbatical Leave Committee;
  - iii. sends copies of the proposal and recommendation for informational purposes to the Provost and if applicable to the college dean;
  - iv. sends a copy of the recommendation to the applicant.
- e. The University Sabbatical Leave Committee reviews proposals. The Committee may suggest modifications to the proposal, if appropriate, and the applicant may submit a modified proposal directly to the Committee.
- f. The Committee makes recommendations to the President on all applications for sabbatical leave.
- g. The President will notify each applicant as to whether the sabbatical leave has been granted. The President will send copies of the notification to the chair or school dean of the applicant, and to the college dean if applicable. The President will send the proposal, recommendations, and notification to the Provost for deposition in the academic record file of the applicant.

**7. Appeals**

See Section 8.1, "Grievance Policy."

**7. Appeals**

See the Faculty Grievance Procedures in the Faculty Handbook.

**8. Timing**

**8. Timing**

<p>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 be less likely to be approved.</p>	<p>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 be less likely to be approved.</p>
---	---

**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. (Senate Proposal 1-95)

**9. Changes in Approved Sabbatical Leaves**  
 Once a sabbatical leave has been approved, any substantive changes in the faculty member's sabbatical plans, including changes while the leave is underway, must be submitted in writing and approved by the faculty member's supervisor, the University Sabbatical Leave Committee, and the President. The final decision on approval of modifications of proposed plans rests with the President. Copies of the notification of approval or disapproval will be distributed as in 6.g. above.

**10. Reports of Sabbatical Leave Activity**  
 The faculty member must prepare a narrative report of accomplishments during the sabbatical leave, including a description of the extent the activities indicated in the approved proposal were realized.  
  
 This report must be submitted to the Sabbatical Leave Committee and as a permanent attachment to the next annual update of the curriculum vitae after completion of the leave. The Provost will deposit the sabbatical narrative report in the faculty member's academic record file.

**The following text is Senate Proposal 13-78, Appointment to the University Sabbatical Leave Committee**  
  
*Senate Proposal 4-59, Sabbatical Leave Policy, is hereby amended to provide that members of the University Sabbatical Leave Committee shall serve for five year terms ending on July 1 and that each vacancy shall be filled with a member of the Academic Faculty eligible for sabbatical leave selected by the President of the University from a list of candidates submitted by the Senate. Each senator shall be permitted to nominate one eligible candidate. At a regular meeting of the Senate, each senator present shall be allowed to vote for three persons on a list of all persons nominated. The three persons receiving the largest number of votes shall be the candidates which the Senate submitted to the President of the University.*  
  
**The following text is from Senate Proposal 5-00, Changes to University Sabbatical Leave Policy**  
  
*In consultation with the Provost, the Sabbatical Leave Committee will submit an annual report to the Senate which details sabbatical leave activities. The Senate will*

**11. Sabbatical Leave Committee**  
 The Sabbatical Leave Committee shall consist of five tenured members of the Academic Faculty appointed by the President of the University. The Committee is to (1) review and make recommendations on applications for sabbatical leave; (2) review reports of and evaluate completed sabbatical leaves; (3) recommend modifications of sabbatical leave procedures.  
  
 Members of the Committee shall serve for five-year terms ending on August 1. Any vacant position on the Committee, including temporary vacancies, shall be filled by a tenured member of the Academic Faculty selected by the President of the University from a list of three candidates submitted by the University Senate. The Senate shall assemble and forward the list to the President as soon as possible after any vacancy occurs. Each Senator representing an academic

*undertake periodic review of these reports and investigate additional initiatives to encourage sabbatical leaves as an avenue for faculty professional development.*

**The following text is from Senate Proposal Proposal 12-00, Encouragement of Sabbatical Leaves**

*Generate a brochure to educate all faculty and academic departments on the sabbatical leave policy and avenues for funding. The brochure should be developed by the Center for Teaching, Learning and Faculty Development in coordination with Research Services and the Center for International Education.*

department shall be permitted to make one nomination. At a regular meeting of the Senate, each senator eligible to vote on academic matters shall vote for up to three nominees from the list of all nominees. The three nominees receiving the largest number of votes shall be the candidates which the Senate will submit to the President of the University.

The Sabbatical Leave Committee is responsible for development of the format and guidelines for applications for sabbatical leave. The current guidelines are attached as an appendix to this proposal. A notice of any substantial changes to the guidelines should be transmitted to the Senate office.

In consultation with the Provost, the Sabbatical Leave Committee will submit an annual report to the Senate which details sabbatical leave activities. The Senate will undertake periodic review of these reports and investigate additional initiatives to encourage sabbatical leaves as an avenue for faculty professional development.

The Center for Teaching, Learning and Faculty Development (or successor unit) **may** consult if necessary with the Committee in developing information, particularly web-based material, to inform faculty and academic departments about the sabbatical leave policy and about avenues for funding of sabbatical leaves.

**Abrogation**

This proposal supersedes, and upon approval nullifies, previous Senate Proposals concerning sabbatical leaves, including Proposals 13-78, 1-95, 29-96, 5-00, 6-00, and 12-00.

**Adopted by Presidential Advisory Committee: 26 January 2005**  
**Approved by President Mroz: 17 March 2005**