



Office of the Provost and
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TO: Richard Koubek, President

FROM: Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs

Jacqueline E. Huntoon

DATE: April 26, 2021

SUBJECT: Senate Proposal 74-21

Attached is Senate proposal 74-21, "Sabbatical Leave for Non-Tenure-Track Faculty," and a memo stating the Senate passed this proposal at their April 21, 2021 meeting. I have reviewed this memo and recommend approving this proposal.

I concur X do not concur with this recommendation.

Richard Koubek, President

4/26/21

Date



Michigan Tech

University Senate

DATE: April 22, 2021
TO: Richard Koubek, President
FROM: Samuel Sweitz
University Senate President
SUBJECT: Proposal 74-21
COPIES: Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

At its meeting on April 21, 2021, the University Senate approved Proposal 74-21, "Sabbatical Leave for Non-Tenure-Track Faculty". Feel free to contact me if you have any questions.

The University Senate of Michigan Technological University

Proposal 74-21

Sabbatical Leave for Non-Tenure-Track Faculty

Submitted by: Office of the Provost

Overview:

During the 2019 spring semester, the University Senate approved a proposal (Proposal 8-19) to provide non-tenure-track faculty with the opportunity to take sabbatical leave.

During administrative review of the approved proposal, several issues were identified that needed to be addressed before sabbatical leaves could be made available to non-tenure-track faculty. For this reason, Proposal 8-19 was not approved by the administration and this proposal was developed in the Office of the Provost.

Proposal:

Beginning with the 2021-2022 academic year, non-tenure-track faculty will be eligible for sabbatical leave under the following conditions.

- 1) Eligible non-tenure-track (NTT) faculty must have been in continuous service as a full-time faculty member at Michigan Tech for a minimum of 6 years in a lecturer (any rank) position, or equivalent ranks for librarians and archivists, or the rank of professor of practice.
- 2) Eligible NTT faculty must hold the rank of senior lecturer or principal lecturer, or equivalent ranks for librarians and archivists, or the rank of professor of practice at the time of application to be eligible.
- 3) Eligible NTT faculty must apply for consideration for sabbatical leave. Only the NTT faculty who are selected through a competitive process will be allowed sabbatical leave. Salary and fringe benefits for NTT faculty on sabbatical leave will be paid from a central pool to be managed by the Office of the Provost.
- 4) Sabbatical leave for NTT faculty will normally be for a maximum of one semester. Only in the most compelling situations will a longer leave be approved.

Updates to Existing Policies and Procedures Required to Implement Proposal

To implement sabbatical leave for non-tenure-track faculty, the following changes to existing policies and procedures must be made. **Changes from the current version are shown as red-colored text.**

1) Updates Needed for Senate Procedure 706.1.1, Sabbatical Leave Procedures (originally established via Senate Proposal 09-05)

i. Section 2. Eligibility

Proposed Text:

Sabbatical leave is governed by [Board of Trustees Policy 6.7](#).

~~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.~~

ii. Section 3. Guidelines

Proposed Text:

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 Jackson Center for Teaching and Learning and Faculty Development (or successor unit),~~ and from the Chair of the Sabbatical Leave Committee.

Sabbatical leave will be approved only under these conditions:

- a. The faculty member agrees to perform no substantive duties at Michigan Tech, including ~~both~~ instruction, ~~and~~ committee work, ~~and/or~~ administrative functions at the department, ~~school,~~ college, ~~and/or~~ university level ~~during the time allotted for the sabbatical~~. Graduate student committee work ~~and research are is~~ specifically excluded from this prohibition.
- b. The proposed leave is:
 - i. for at least one full semester- ~~(for tenured faculty);~~
 - ii. for no more than one semester ~~(for non-tenured faculty) unless an exception is granted by the president in response to a compelling situation.~~

- c. The faculty member agrees to return to Michigan Tech after the leave, subject to exceptions approved by the ~~P~~resident ~~under-according to~~ Board of ~~Control Trustees~~ policy.
- d. The faculty member agrees to provide:
 - i. a written report at the end of the sabbatical leave: ~~(for tenured faculty);~~
 - ii. a written report or a workshop, performance, or other presentation open to the entire campus community designed to facilitate dissemination of information related to the sabbatical (for non-tenured faculty).
- e. The faculty member has provided ~~the~~all paperwork required (e.g., written report) for the previous sabbatical leave (if any).
- f. ~~For non-tenure-track faculty only:~~ The faculty member was selected, through a competitive process, to receive funding from the Office of the Provost in support of the sabbatical leave.

iii. **Section 4. Compensation**

Proposed Text:

- a. Compensation is governed by [Board of Trustees Policy 6.7](#).

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

Duration of Leave	Salary in Sabbatical Leave Year
1 Semester	100% of Academic Year Salary
2 Semesters	67% of Academic Year Salary

iv. **Section 6. Application Procedure**

Proposed Text:

- b. The individual faculty member begins the process by sending to ~~the individual's~~ their 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~~their immediate supervisor (e.g., ~~applicant's department~~ chair or ~~school~~ dean).
- d. The supervisor (e.g., ~~department~~ chair or ~~school~~ dean
 - i. writes a recommendation, with advice from the faculty as described in the unit's charter ~~of the department or school~~;

- ii. ~~forwards~~ sends the electronic proposal, including their ~~with the~~ recommendation (even if ~~the recommendation is~~ negative) to the ~~chair of the~~ University Sabbatical Leave Committee;
- iii. sends an electronic ~~copies~~ copy of the proposal and recommendation, for informational purposes, to the ~~P~~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 a written recommendations for each applicant to the ~~P~~resident ~~on all applications for sabbatical leave~~. Recommendations for non-tenure-track faculty applicants will be prioritized by the Committee.
- g. The ~~P~~resident will notify each applicant as to whether the sabbatical leave has been granted. The ~~P~~resident will send copies of the notification to the immediate supervisor (chair or ~~school~~ dean) of the applicant, ~~and to the~~with a copy to the college dean, if applicable. The ~~P~~resident will send the proposal, recommendations, and notification to ~~the Provost Academic Human Resources~~ for deposition in the academic record file of the applicant.

v. **Section 12. 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, and 9-05.

vi. **Other Relevant Policies or Procedures**

- Board of Trustees Policy 6.7: Sabbatical Leave
- Faculty Handbook 4.1, Sabbatical Leave Program
- Faculty Handbook Appendix E, Sabbatical Leave Procedures

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2) Updates Needed for: Board of Trustees Policy 6.7 Sabbatical Leave

The granting of sabbatical leaves of absence is intended for the mutual benefit of the University and the person granted such a leave. Sabbatical leaves may be granted to faculty members in order to provide a period of creative activity for the purpose of furthering professional competence. The granting of such leave will in no case be automatic, and each request for sabbatical leave will be judged on its own merits.

1. To be eligible for sabbatical leave, a faculty member must:
 - i. Have been granted tenure at the university,
OR,
 - ii. **Hold the rank of senior lecturer or principal lecturer, or equivalent ranks for librarians and archivists, or the rank of professor of practice at the time of application.**

In all cases, the individual applying for sabbatical must have ~~and (2)~~ served for at least six years as a faculty member at the university prior to taking the sabbatical.

Eligible non-tenure-track (NTT) faculty must have been in continuous service as a full-time faculty member at Michigan Tech for a minimum of 6 years in a lecturer (any rank) position, or equivalent ranks for librarians and archivists, or the rank of professor of practice.

Eligibility for a subsequent sabbatical leaves requires a minimum of six years of service since the completion of the previous sabbatical leave.

2. Sabbatical leaves for tenured faculty may be granted for either one or two consecutive semesters. For this purpose, spring and the following fall semester will be considered to be consecutive.

Sabbatical leaves for eligible non-tenure-track faculty may be for a maximum of one semester unless an exception is granted by the president in response to a compelling situation.

Compensation for faculty on sabbatical leave will be as follows:

Duration of Leave	Rate of Pay while on Sabbatical Leave
<1 Semester	100% of pro-rated academic year rate
1 Semester	100% of academic year rate
2 Semesters	67% of academic year rate

Faculty may not accept full-time employment during the course of their sabbatical leave, with such exceptions as the President of the University, with advice from the University Sabbatical Leave Committee, may permit. Persons receiving sabbatical leave must agree

to return to their position for the following year, with such exceptions as the President of the University, with advice from the University Sabbatical Leave Committee, may permit.

Money from Outside Sources

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

This policy shall be administered in accordance with procedures recommended by the Senate and approved by the President.
