



PAC-17

Sabbatical Leave of Absence

PAC Revised - 10/18/2012

Prepared by:
Excellence in Teaching Committee

Objectives of Presentation



Participants will learn the following about sabbatical leaves at MSU:

- Purpose and guiding principles
- Eligibility
- Review process
- Criteria for consideration
- Application packet– required materials and deadline
- Additional resources

Purpose of Sabbatical Leave



To provide a leave of absence with pay for:

- Research and independent study
- Professional enhancement such as institutes and workshops
- Travel related to the applicant's professional interests
- For details see PAc-17 Sabbatical Leave of Absence

Purpose of Sabbatical Leave



Sabbatical leaves will not be granted for:

- Pursuing an advanced degree
- For degrees see *PAc-28 Educational Leaves of Absence*

Guiding Principles



A sabbatical leave of absence is a **privilege**.

It may be granted to an individual who has demonstrated:

- Above-average teaching, scholarship or service
- Potential to provide tangible contributions to MSU upon completion of sabbatical

All requests will be considered—

Budget constraints may limit the number of leaves granted.

Eligibility: Full-time Faculty & Academic Administrators



Applicants must meet all the following criteria:

- Rank of Assistant Professor, Associate Professor or Professor
- Minimum of six consecutive contract years of full-time service
- Tenured (*see Pac-17 for exceptions for those paid with agency rather than University funds*)
- Agree to provide two contract years of full-time service upon return from sabbatical

Eligibility: Professional Librarians



Applicants must meet all the following criteria:

- Minimum of six consecutive contract years of full-time service
- Agree to provide two contract years of full-time service upon return from sabbatical

Stage #1: Review & Approval Process



Applications are reviewed in the following sequence:

- Department Leave Committee* (composed of tenured faculty members)
- Department Chair (Associate Dean)
- College Dean
- University Excellence in Teaching Committee*
*If committee response is negative . . .
applicant can respond to Provost in writing*
- Provost

*No applicant for leave can serve on either committee

*No person can serve on both committees

Review by University Committee



Members of the **Excellence in Teaching Committee*** include:

- Academic colleges—one representative each (2-year term)
- Librarian (2-year term)
- Recipient of Distinguished Teacher Award (1-year term)
- Recipient of Distinguished Researcher Award (1-year term)
- Recipient of Distinguished Creative Production Award (1-year term)
- Chair – Director of Center for Leadership and Professional Development (by position)

*No committee member can serve on their department's leave committee
*No applicant for leave can serve on the committee

Review by University Committee



The **Excellence in Teaching Committee** uses the following procedures when reviewing applications:

- Only complete applications are considered
- Pays careful attention to “Criteria for Consideration” outlined in PAC-17
- Particularly integral to decision-making process:
 - Letter from Department Chair (Associate Dean)
 - Letter from College Dean
 - Plan to ensure applicant’s responsibilities, particularly classes, will be covered

Review by University Committee



The following factors impact the recommendations made to the Provost:

- The Committee does not know the number of sabbaticals available
- Since the number of sabbaticals is not known, the committee may decide to:
 - Rank applications numerically
 - Prioritize applications into broader categories
 - Suggest an alternate course of action such as a “Flexible Workload Agreement”

Stage #2: Review & Approval Process



Approved applications are reviewed in the following sequence:

- Applications approved by **Provost** are reviewed by **President**
- Applications approved by **President** are reviewed by **Board of Regents**
- The **Board of Regents** makes a final decision at their **2nd quarterly meeting**

Criteria for Consideration



All factors below are considered when evaluating an application:

- The potential value for applicant's professional growth
- Quality of the applicant's teaching, scholarship, and service or equivalent areas for professional librarians as demonstrated in annual performance evaluations
- Potential to do one or more of the following:
 - Enhance the University
 - Enhance an academic program
 - Help meet a program's goals and objectives
- Completeness of sabbatical leave application

Application Packet



Application packets vary in size:

- The smallest typically fills a 9 x 12-inch envelope
- The largest typically is no more than a 1-inch binder

Please be selective—

Only include items supporting the criteria for consideration

Application Packet



A complete sabbatical leave application includes all of the following:

- Sabbatical leave application form
- Six supplemental attachments—*see next two slides for details*

Supplemental Materials: Items 1 to 3



Include the following *in addition to* the application form:

- Comprehensive description of the purpose for sabbatical leave
- Detailed description of plan for sabbatical leave
- Current vita including:
 - Educational preparation
 - Work history at MSU
 - Evidence through annual performance evaluation of teaching effectiveness, professional activities and service

Supplemental Materials: Items 4 to 6



Include the following *in addition to* the application form:

- Explanation of **potential value** for **applicant's professional growth**
- Explanation of **potential enhancement** to an **academic program**
- Explanation of **arrangements to cover work responsibilities**— completed by immediate supervisor in cooperation with applicant

Submission of Application



Applicant is responsible for:

- Submitting the **form** and **six supplemental items** to Department Chair (Associate Dean)
- Meeting the submission **deadline**
 - See current "Personnel Action Calendar Summary" for specific date
 - See PAC-17 regarding early submission and re-application if denied

Additional Resource #1



See "**PAC-17 Sabbatical Leaves of Absence**" regarding the following:

- **Salary** payment while on leave
- **Recipient's rights** during the leave
- **Recipient's obligations** regarding the leave
- **Exceptions** to PAC-17
- **Go to PAC-17**

Additional Resource #2



See current "**Personnel Action Calendar Summary**" for specific **deadlines**:

- Application **submission**
- Process of **review** at each level
- Candidate's **response** (*if negative recommendation from Excellence in Teaching Committee*)
- Final **decision** and President's written response to applicant
- Go to **calendar**

Questions



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