

X. LEAVES OF ABSENCE

A. Sabbatical Leave

1. Eligibility

Tenured Faculty members are eligible for a paid sabbatical leave when they have completed seven academic years of continuous service at Adams State College. A maximum of one academic year per fiscal year may be accrued toward sabbatical leave eligibility. Credit toward eligibility may not be earned by service during summer sessions or mini-terms except when such service is the result of redistributed load. Service accrued toward eligibility for a sabbatical leave will be lost by interruption of employment with Adams State College, but accrued service will not be lost because of a leave without pay or non-employment during the summer sessions. Similarly, a Faculty member terminated due to a reduction in force and subsequently rehired will be reinstated without a break in service and without loss of service accrued toward sabbatical leave eligibility. (However, the time that such Faculty member is not employed by Adams State College will not count as service accrued toward sabbatical leave eligibility.)

No Faculty member will be eligible for or granted more than one sabbatical leave every seven academic years. A Faculty member who has been granted a sabbatical will not be eligible to take a second or subsequent sabbatical until the beginning of the sixth academic year following the academic year in which the Faculty member returned from his or her last sabbatical.

Eligibility for a sabbatical leave does not guarantee that a leave will be granted at the end of the seven academic year period or at any time thereafter.

A Faculty member who takes a sabbatical leave but fails to perform the research or other work indicated in his or her sabbatical plan will be ineligible for subsequent sabbatical leaves.

2. Procedures and Criteria for Granting Sabbatical Leaves

Adams State College has developed the following procedures for selecting applicants to be recommended to the President and Board of Trustees for sabbatical leaves. These procedures comply with section 23-5-123, C.R.S. (as amended).

a. Procedures

No Faculty member will take a sabbatical leave unless the Trustees have approved it in advance.

A Faculty member who is eligible for a sabbatical leave under Section X.A.1. may apply for leave by submitting an application and a Request for Leave Form (Appendix, Section Two, Form I) to his or her Department Chair (or APAA if a Department Chair is applying for sabbatical). The application will include a detailed sabbatical plan that:

i. Clearly specifies the purpose of the sabbatical leave.

ii. Specifies the program of work, (the research, new skill, creative work, or other endeavor) work to be performed during the sabbatical. This discussion should include significant detail about how/when/where the work will be performed. If the program of work research or other activity depends upon the availability of grant funding, specialized equipment, or other resources, the sabbatical plan should include a contingency plan outlining the work that will be performed in the event the anticipated resources are not available.

iii. Specifies how the sabbatical activity will result in the Faculty member's professional growth, how it will enhance the College's reputation and the students' educational experiences at the College, and how it will increase the overall level of knowledge in the Faculty member's area of expertise.

iv. ~~ii.~~ Specifies-Clearly articulates the goals that the Faculty member plans to achieve while on sabbatical leave and how assessment of these goals will be done.

The members of the applicant's department, the Department Chair (or APAA), and the Provost will review the Faculty member's sabbatical leave application. The Department Chair (or APAA) will submit a detailed recommendation for approving or denying the application to the Provost. In this discussion the Department Chair should identify the benefits to be realized by the department, the college, and the students. The Department Chair may also choose to include comments from department faculty. This recommendation will accompany the sabbatical leave request through all subsequent stages of evaluation and recommendation, including the final stage of submission to the Board of Trustees.

The Provost will evaluate the strengths and weaknesses of each sabbatical leave application and submit a written -and the Chair and Provost each submit a recommendation for approving or denying the application to the President. In the process of reviewing all sabbatical leave requests, the Provost will necessarily

need to consider many factors (merit, budgetary impact, and others) from a more campus-wide perspective than department chairs when making his/her recommendations to the President. The President will review the application and recommendations from the Department Chair (or APAA) and Provost and may either approve or deny the application. Only applications approved by the President will be transmitted to the Board of Trustees for final action. Upon receipt of an application approved by the President, the Board of Trustees will either grant or deny the leave.

b. Criteria

The following criteria will be considered in reviewing and acting on sabbatical leave applications:

- i.* The Faculty member's proposed activities while on sabbatical.
- ii.* The individuals who will be involved in such activities.
- iii.* The benefits to be received from such activities by the Faculty member, ~~the College~~ Adams State College, and the students at the college.
- iv.* Results/outcomes of previous sabbatical leaves, if the Faculty member has taken one.

3. Final Sabbatical Reports

a. Procedure

- i.* Within sixty days of the last day of the semester (or, if the sabbatical lasts two semesters, the second semester) in which the sabbatical was taken, the Faculty member will submit a final sabbatical report to the Department Chair (or APAA) who forwards it to members of the department. After the members review the report, the Chair (or APAA) calls a meeting to consider the report. The Faculty member will be present at this meeting. The Faculty member and department members engage in a free and open discussion. They ask questions and express opinions pertinent to the report and how it relates to the original sabbatical leave proposal.
- ii.* The sabbatical report will summarize the Faculty member's activities while on sabbatical and the benefits he or she derived from the leave in sufficient detail to permit a determination of whether the Faculty member performed the ~~research or other~~ program of work indicated in the sabbatical plan. However, sabbatical reports need not include specific details of any research the Faculty member conducted while on sabbatical leave. Final sabbatical reports are public records available for public

inspection under sections 24-72-202 and -203, C.R.S. and may not be included in a Faculty member's personnel file.

iii. Upon completion of the discussion, the Department Chair (or APAA) excuses the Faculty member and convenes the department members in executive session. Members cast simple yes or no written ballots on the question of whether the Faculty member performed the ~~research or other program of~~ work indicated in the sabbatical plan. All members vote and sign their ballots. Ballots do not require reasons for the committee members' votes.

iv. The Chair (or APAA) informs the Faculty member and department in writing of the department members' recommendation. A recommendation that the Faculty member performed the research or other work indicated in the sabbatical plan requires a simple majority vote. The Chair (or APAA) forwards department members' recommendation and a brief summary of the assessment measures to the Provost.

v. The Provost writes a separate recommendation to the President. The Provost informs the Faculty member in writing of his or her recommendation.

vi. If the Provost's recommendation differs from the Department's (or APAA), the Provost will explain his or her recommendation to them in writing within 15 days.

vii. The President informs the Faculty member, department members, and the Provost of the President's decision.

viii. The President will present his/her decision and a summary of the assessment measures (this may be the Department Chair's or APAA's summary) to the Board of Trustees.

b. Appeal of Department Members' Recommendation

i. Faculty members wishing to appeal the department member's recommendation will give written notice to the Provost within ten (10) working days of the conference at which he or she receives the department members' recommendation. The notice will state the grounds of appeal.

ii. Appeals will be heard by the Institutional Appeals Committee (IAC), which serves in an advisory capacity to the Provost. The IAC will be composed as set forth in Section IV.E.7.b.

iii. The Provost will convene the IAC, which will elect its own chair and establish procedures for reviewing appeals. The IAC will have access to

the Sabbatical Leave Plan and the Final Sabbatical Leave Report and may, after consulting the Provost, request additional information.

iv. The IAC will submit a written report to the Provost.

v. The Provost will review the department members' recommendations and the report from the IAC, may confer with any or all parties to the appeal, and will recommend a decision to the President, who will make the final, non-appealable and non-grievable decision. The Provost will notify the Faculty member and the department members of the results of the appeal prior to issuance of the Faculty member's next annual contract.

vi. A Faculty member who has been found not to have performed the research or other work indicated in the sabbatical plan will be ineligible for subsequent sabbatical leaves.

4. Other Terms and Conditions of Sabbatical Leaves

a. Compensation

Sabbatical leave may be granted for one semester at full pay or two semesters at half pay. Sabbatical leaves during the summer are not authorized except for Faculty members holding fiscal year contracts.

A Faculty member granted sabbatical leave may receive a scholarship, fellowship, grant, or other remuneration provided such financial aid or remuneration contributes to the specified goals of the leave. Acceptance of a scholarship, fellowship, grant, appointment at another institution, or any other employment requires the prior written approval of the President.

b. Return to active service

Faculty granted sabbatical leave must agree in writing to return to active service at the College at the end of the leave for a period of not less than two semesters or to reimburse the college in full for all salary and benefits paid during the leave. The President must approve exceptions to this policy.

Upon returning from sabbatical leave, Faculty members will hold at least the same rank and receive the same salary, seniority, and tenure status as if the leave had not been taken.

A sabbatical leave for an academic year at half pay is counted as a service year for PERA retirement only if the person on leave agrees to pay the PERA retirement contribution based on his or her full salary. Participants in the State Colleges Defined Contribution Pension Plan (DCPP) should make arrangements with the payroll office regarding DCPP contributions during paid leaves. Leave recipients'

eligibility for health, life, and long-term disability insurance coverage is conditional on the Trustee Policy Manual and group insurance policies in effect at the time the leave is taken. Time spent on sabbatical leave is not a break in service. Time spent on sabbatical leave is credited as service toward eligibility for a future sabbatical leave.

c. Accountability

Every participant in the process of applying for, approving, and granting sabbatical leaves is responsible for ensuring that the leave satisfies the requirements of the policy detailed in this **Handbook**. Any participant who applies for and receives, approves or recommends a sabbatical leave knowing that it is not authorized under the foregoing policies and statute may be held personally liable for all salary, benefits, or other compensation paid to the recipient by the College or Trustees.

5. Leave Without Pay (Excluding Unpaid Leave Authorized by the Family and Medical Leave Act of 1993)

The President may grant Faculty a leave without pay to engage in professional or personal activities deemed acceptable. Normally, leaves without pay are limited to a maximum of two years. The application process and procedures are the same as for sabbatical leaves, except as provided in Section X.E. or where clearly inapplicable.

6. Calendar: Sabbatical Leaves and Leaves Without Pay (Excluding Family and Medical Leave Act)

Sabbatical leaves and leaves without pay	
December 1	Faculty member applies for leave (during the next academic year) by submitting form in Appendix, Section Two, Form I to Department Chair.
December 15	Department Chair forwards application recommendation to Provost.
January 15	Provost’s recommendation to President.
February 15	President notifies applicant of his or her decision and makes a

	recommendation to the Trustees.
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