

A C A D E M I C S E N A T E , C S U S

SPECIAL MEETING

Wednesday, September 26, 1984

2:00 p.m.

Psychology 153

AGENDA

AS 84-39/Ex. PROFESSIONAL LEAVES - CRITERIA AND PROCESS

The Academic Senate approves the policy on professional leaves as recommended by the ad hoc Committee on Professional Leaves and amended by the Academic Senate on September 12, 1984. (See Paid Leaves, Ad Hoc Committee Draft, dated 9/13/84, attached.)

PAID LEAVES

AD HOC COMMITTEE DRAFT

Traditionally, paid academic leaves are not a privilege, but a right. At many reputable institutions of higher learning, sabbatical leaves are granted automatically as a reward for past service and as an incentive for continually improved service by the faculty member to the institution, the students and his/her discipline.

By not adhering to this standard policy on sabbatical leaves, the California State University has long been doing a disservice to the quality of education offered to its students. Every effort should continue to be made by all concerned--from students to the Governor--to institute a policy which will no longer restrict sabbatical leaves through insufficient fiscal allocations, thereby placing the California State University in a disadvantageous educational position vis-a-vis its students.

The Professional Leave Committee shall recommend for a paid leave every applicant who meets legal requirements and the standards enumerated below. (Difference-in-pay applicants on an unranked list, sabbatical applicants on a ranked list.)

The Professional Leave Committee will be a University committee with four members from Arts and Sciences and one from each other School or unit. Members will be elected by and from Schools and will meet the criteria established in Article 27.5 of the Contract.

Assisting the Professional Leave Committee (PLC) in an advisory capacity will be School Review Teams (SRTs), one for each school or unit. Each School Review Team will have a minimum of three members, elected by the School. SRT members will be chaired (non-voting) by a PLC member from the same School.

The PLC will make recommendations on paid leaves to the Office of the Provost. The provost or other academic administrator with campus-wide responsibility should be the responsible administrator indicated in Article 27.7.

Sabbatical Leaves

1. A sabbatical leave shall be for purposes that provide a benefit to CSUS.
2. An eligible faculty members shall submit an application on the form provided.
3. (deadlines)

4. A copy of each application shall be sent to the faculty unit employee's Department. The Department shall prepare a statement on the impact on the operation of the Department if a leave is granted. The statement will be forwarded to the Dean who may (but is not obligated to) comment upon the impact on the operation of the Department and/or School if a leave is granted. The Dean will forward all statements both to the PLC and to the Provost.

Evaluation of Applications

5. Dimensions of Evaluation

- A. Quality of proposed project. (Listed items weighted equally.)

1. The proposed project is clearly defined and articulated and conforms to the requirements of Contract Article 21.3.
2. The proposed project advances the faculty member's knowledge, skill or professional expertise (practice) in the chosen field of study.
3. The plan for study or advancement is sound and defensible.
4. The stated objectives of the proposal are realistically obtainable.

- B. Contribution to the University.

The proposed project will provide a benefit to CSU in accord with Contract Article 27.1.

- C. Length of service in years and fractions of years since last leave or appointment.

6. Methods of Evaluation

- A. Applications will be sent to the appropriate School Review Teams. Each team member will be provided with a review rating form for each application. Each team member will individually (but in consultation with other members if desired) fill out a separate form for each applicant.
- B. The review rating form will list the four quality criteria and the contribution to the University.

criterion. For each quality criterion a score is to be assigned:

Strongly Disagree	(1)
Disagree	(2)
Neither Agree nor Disagree	(3)
Agree	(4)
Strongly Agree	(5)
Cannot Rate (if used, not part of computation)	

The contribution to the University criterion will be rated "yes" or "no."

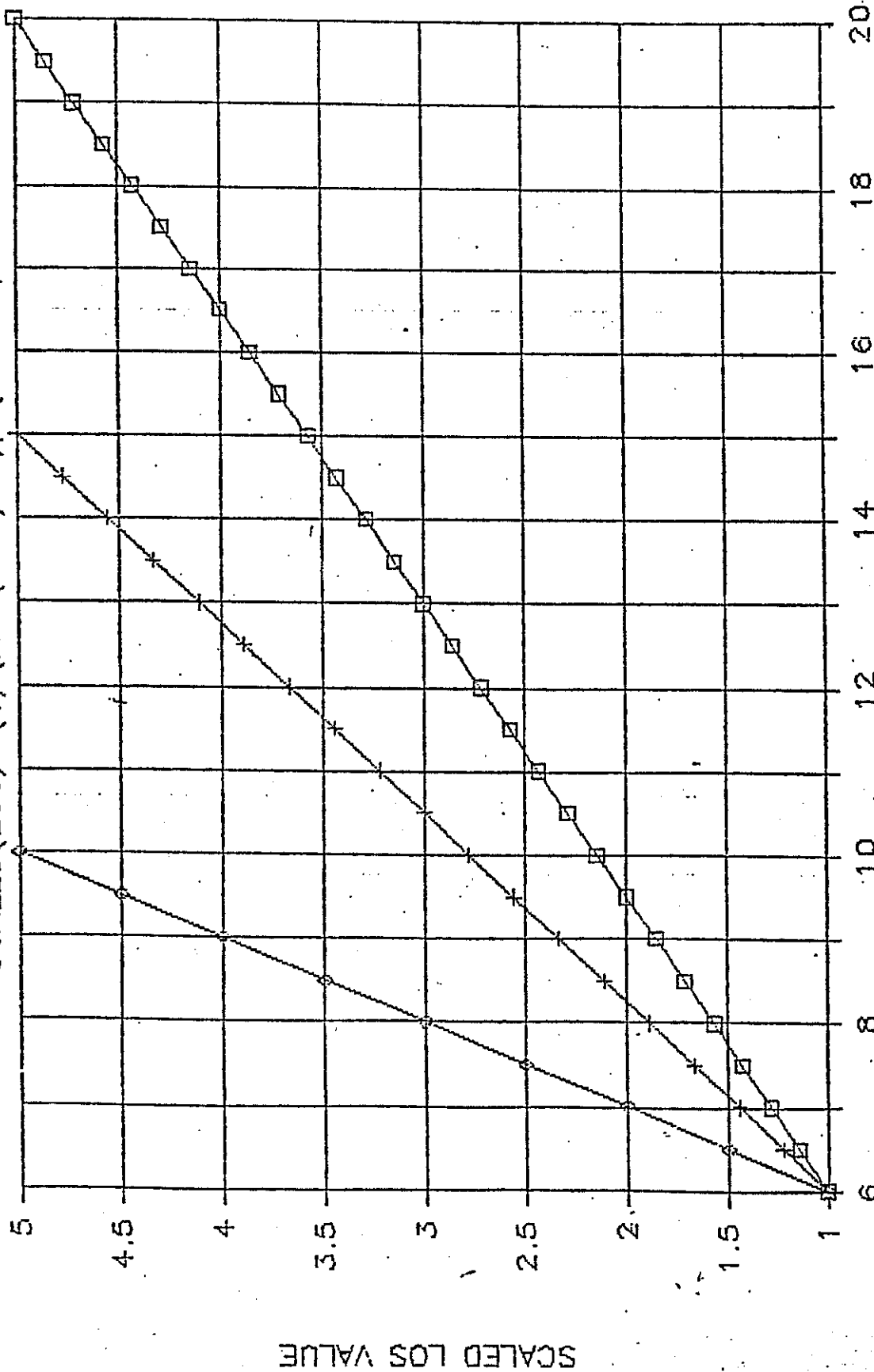
- C. The quality criteria scores will be combined and averaged across SRT reviewers on a scale of 1-5 by the PLC.
- D. The contribution to the University responses will be combined and forwarded to the PLC.
- E. Review rating forms shall contain space for reviewer comments on the strengths and weaknesses of the proposal.
- F. The PLC will review the procedures and recommendations of all SRTs. The PLC will not recommend any leave which in its judgment does not meet minimal qualitative standards.
- G. The PLC will note the comments made by Departments and Deans.
- H. For each application deemed acceptable under #F, a length of service score will be computed on a scale of one to five (1-5), with six years of service always equaling 1 and the greatest length of service of any applicant that year equaling five. (That is, both quality of project and length of service will be measured on a scale of one to five. For illustration, see the attached graph.)
- I. Length of service and quality points will be combined with a weight of 75% assigned to length of service and 25% assigned to quality of proposal.
- J. The scores will allow the construction of a ranked list which will be the recommendation of the PLC to the Provost.
- K. The Provost (or designee) shall consider the recommendations of the PLC as well as the comments supplied by Departments and Deans as provided in Article 27.7 of the M.O.U.

Difference in Pay (DIP) Applications

Difference in Pay leaves would also elicit Department and Dean comments on the effect upon curriculum and operation. DIP applications would also be sent to the SRTs. For each application to be recommended to the PLC, it would require a majority of the SRT to agree that both the quality criteria and the contribution criterion had been met. The SRT recommendations would determine PLC recommendation.

SCALING LENGTH OF SERVICE (LOS)

$$\text{SCALED}(\text{LOS}) = (4 / (\text{MAX}\{\text{LOS}\} - 6)) * (\text{LOS} - 6) + 1$$



MAX{LOS}=20
 MAX{LOS}=15
 MAX{LOS}=10



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

6000 J STREET, SACRAMENTO, CALIFORNIA 95819

ACADEMIC SENATE



M E M O R A N D U M

DATE: September 20, 1984

TO: Academic Senate

FROM:  Peter Shattuck, Chair
Academic Senate

SUBJECT: Proposed Amendments to Professional Leave Policy for
Special Academic Senate Meeting Agenda, September 26

In response to Joan Maxwell's concerns expressed at the September 12 Senate meeting, President Gerth wrote a detailed memorandum explaining his position on the professional leave issue. In an effort to reach a satisfactory agreement, I responded to his memo, and on the basis of that response, proposed two amendments to the policy. The Executive Committee endorsed the amendments, which therefore come to you as seconded motions.

The Executive Committee also endorsed an amendment, submitted by Alan Wade, concerning Difference-in-Pay Leaves. That amendment also comes to you as a seconded motion.

If any of you wish to propose amendments, please try to have them in writing before the meeting. Note the change of location; we will meet in Psychology 153.

Attachments

The Executive Committee recommends Academic Senate approval of the following amendments to the Professional Leave Policy draft dated September 13, 1984:

Page 2, section 4, add the following sentence: (A)

The Dean may provide to the PLC an assessment of the quality of each proposal.

Page 3, section 6.I:

^{Equity}
~~Length-of-service~~ points and quality points will be combined with each being given equal weight. (B)

Page 4, replace the section on Difference in Pay (DIP) Applications with the following: (C)

Faculty members eligible for Difference in Pay leaves shall submit applications to the PLC on the forms provided. Deans and departments will submit to the PLC assessments of the impact of proposed leaves on curriculum and programs. The PLC will forward to the Provost all Difference in Pay proposals which meet minimal quality standards. Deadlines for Difference in Pay applications shall be flexible; it shall be campus practice to grant Difference in Pay leaves whenever possible in the interests of faculty members, departments, and schools. Sabbatical leave applications that have been recommended by the PLC shall also be considered to have been recommended for Difference in Pay leaves, if requested.

carried over



CALIFORNIA STATE UNIVERSITY. SACRAMENTO

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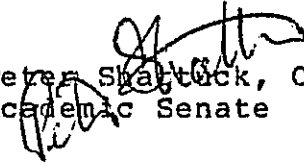
ACADEMIC SENATE



M E M O R A N D U M

DATE: September 18, 1984

TO: Donald R. Gerth
President

FROM:  Peter Shattuck, Chair
Academic Senate

SUBJECT: Professional Leave Policy

Thanks for your memorandum of September 17 on the subject of professional leaves. I appreciate your willingness to make your position clear. It's important that we agree on a policy which faculty can accept as equitable and which you and the Provost can administer comfortably.

For the most part, your memorandum seems to me to support the terms of the proposal currently before the Senate. You suggest that we should give attention to "the appropriate criteria to be applied in determining the merit" of sabbatical proposals; Section 5, Dimensions of Evaluation, contains specific criteria for this purpose. You give attention to the question of centralization or decentralization; again, the proposal speaks to this issue by providing for advisory School Review Teams (SRTs) and a university-wide Professional Leave Committee (PLC).

I recognize your concern that the University's policy be consistent with the Memorandum of Understanding. The ad hoc committee which drafted the current proposal worked with the M.O.U. in front of them, and I believe that their draft satisfies the terms of the contract. We may disagree on one part of Article 27, the identity of the "appropriate administrator." You suggest that the School Dean has a role to play, perhaps under the terms of Article 27.7:

"Prior to making a recommendation to the President regarding the sabbatical leave application, the appropriate administrator shall consider the recommendations pursuant to provisions 27.5 and 27.6 above, other campus program needs and campus budget implications."

I read that provision to refer to the Provost; it would be the role of the School Deans to provide the Provost with information about program needs and budget implications. However, I see no reason why the School Deans could not offer to the Professional Leave Committee their independent evaluations of the sabbatical proposals, if they chose to do so. I do not think the M.O.U. in any way demands that the Deans offer you or the Provost a separate ranked list, independent of the PLC.

Your memorandum speaks of "equity (years of service), quality (the inherent scholarly or creative merit of the proposed activity), and effect (the resultant impact on the university's programs and budget)." You suggest a need for balance among these three elements. I don't think that the effect of a leave on programs and budget should be given the same kind of consideration as the other two elements. It's true that if three members of a small department sought leaves, some adjustment would be necessary; but in an institution as large as ours, that situation would be rare. We are left, then, with equity and quality. The proposal speaks to them in Section 6.L. The members of the ad hoc committee felt strongly that equity should be given more weight than the quality of the proposal, but it may be appropriate to balance the two evenly.

Your suggestion about the timing of sabbatical decisions seems very helpful. I hope we can put it into effect.

Let me reiterate my agreement with your desire to arrive at a policy which is "credible among our colleagues on the faculty and consistent with the policy of the California State University." I think we're very close to such a policy.

cc: Academic Senate Executive Committee



California State University, Sacramento

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OFFICE OF THE PRESIDENT

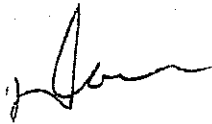
September 17, 1984

M E M O R A N D U M

TO: Professor Peter Shattuck
Chair, Academic Senate

California State University, Sacramento
6000 J Street
Sacramento, California 95819

SEP 17 1984

FROM: Donald R. Gerth 

Academic Senate Received
4131

SUBJECT: Leave Policy and Procedure

In the Academic Senate last week, the administration was asked by Professor Joan Maxwell about its position on faculty leaves. As you know, I responded on the floor. It seems appropriate to confirm this response, and to add to it to make it full.

There was an underlying theme in the Senate discussion: sabbatical leaves are a right in the academic world, to be taken each seven years under all normal circumstances. I not only agree with this position, but believe that had it been followed over the past years, campuses generally in The California State University would have been more "productive" in a variety of ways than has otherwise been the case. But this is not the policy of The California State University, and you and I, while serving as advocates for sound policy, are responsible in our different roles for the wise implementation of existing policy.

The present policy of The California State University makes available sabbaticals at intervals longer than seven years, on the basis of criteria including years of service since a last leave, merit of the quality of a sabbatical proposals, benefit to the University, and the impact that the leave will have on the University's programs and the campus budget.

In my thinking I address these criteria as equity (years of service), quality (the inherent scholarly or creative merit of the proposed activity), and effect (the resultant impact upon the University's programs and budget).

The policy of this University must be consistent with the policy of The California State University, and I want it to be maximally supportive to our colleagues in the faculty. In approving a policy, I shall look for balance among equity, quality, and effect, consistent with the policy of the CSU Memorandum of Understanding (attached). Further, I shall look for a process which appropriately involves all constituent groups that are required to participate in the selection process by the MOU. These include faculty peers who are to make qualitative judgments concerning the merit of the proposal, department representatives who are to make a substantive statement regarding the possible effect on the curriculum and the operation of the department should the faculty be granted a sabbatical, and the school dean who is to consider the results of qualitative peer review, the department's statement together with other campus program needs and budget implications. Without these outlined provisions, a president could not approve a campus policy because it would be disallowed as inconsistent with CSU policy and open to grievance actions.

I could comment on one other matter. The question of timing was raised in the Senate. The circumstances for a sabbatical are predictable. Thus, I see no problem with establishing a process to be completed in April or May for sabbaticals to be taken a year hence; for example, sabbaticals for 1986-87 could be decided in April or May of 1985.

Although there is considerable urgency to come to closure on this subject because of other related campus deadlines that must be met, I will delay sabbatical application deadlines until the policy is clearly established and the criteria for selection are widely disseminated. I invite full campus participation in the discussion of the selection process and the criteria that are to be employed in determining the merits of the proposed activity and its potential benefits to the University.

The discussion should focus not only upon the relative weighting among equity, quality, and effect, but it is essential that other major issues be thoroughly debated including:

- 1) What are the appropriate criteria to be applied in determining the merit of a sabbatical proposal and its potential benefit to the University?
- 2) Should the process be centralized in one Professional Leave Committee or delegated to committees in the Schools; or should a combination of these two options be employed; i.e., one Professional Leave Committee, advised by School committees?

Professor Peter Shattuck
September 17, 1984
Page 3

The Provost and I hope that we will receive recommendations about the granting of sabbaticals that we can review and confirm. These would be the result of a process which would be credible among our colleagues on the faculty and consistent with the policy of The California State University. In fact, this would be truly supportive of this faculty.

DRG/jt

Attachment

cc: Dr. Sandra Barkdull

in addition to the CSU fee waiver courses shall pay the difference between the amount waived and the full State University Fee.

- 26.12 Participation in the fee waiver program shall entitle the faculty unit employee to instructional services, not student services. Implementation of this provision shall not require the CSU to displace any regularly enrolled student nor establish an additional section of a course.

ARTICLE 27

SABBATICAL LEAVES

- 27.1 A sabbatical leave shall be for purposes that provide a benefit to the CSU.
- 27.2 A full-time tenured faculty unit employee shall be eligible for a sabbatical leave if he/she has served full-time in a probationary and/or tenured position(s) for six (6) years in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave.
- 27.3 The faculty unit employee shall submit an application for a sabbatical leave. The application shall include a statement of the purpose of the sabbatical, a description of the proposed project and the CSU resources, if any, necessary to carry it out, and a statement of the time requested, which shall not exceed one (1) year.
- 27.4 Application and response deadlines shall be established by the President after considering recommendations from the Professional Leave Committee.
- 27.5 A Professional Leave Committee composed of tenured faculty unit employee shall review sabbatical applications. The sabbatical leaves committee shall be elected by probationary and tenured faculty unit employees. A faculty unit employee applying for a sabbatical leave shall not be eligible for election to the Professional Leave Committee. The recommendation ensuing from such a review shall be submitted to the appropriate administrator. This review shall consider questions related to the quality of the proposed sabbatical project.

- 27.6 A copy of the application shall be sent to the faculty unit employee's department. The department shall provide a statement to the appropriate administrator regarding the possible effect on the curriculum and the operation of the department should the employee be granted a sabbatical.
- 27.7 Prior to making a recommendation to the President regarding the sabbatical leave application, the appropriate administrator shall consider the recommendations pursuant to provisions 27.5 and 27.6 above, other campus program needs and campus budget implications.
- 27.8 Prior to making a final determination regarding the sabbatical leave and the conditions of such an approved leave, the President shall consider the recommendations made pursuant to provisions 27.5, 27.6, and 27.7 above. The President shall respond in writing to the applicant and such a response shall include the reasons for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected department and the Professional Leave Committee.
- 27.9 Final approval of a sabbatical leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets that are at least equal to the amount of salary paid during the leave. Such suitable bond or accepted statement of assets shall indemnify the State Of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave.
- 27.10 An approved sabbatical leave shall not be implemented unless adequate funds for such a sabbatical leave have been budgeted.
- 27.11 The salary of a faculty unit employee on a salary leave shall be in accordance with the following:
- a. one (1) semester at full salary;
 - b. two (2) semesters at one-half (1/2) of full salary;
 - c. one (1) quarter at full salary;
 - d. two (2) quarters at three-fourths (3/4) of full salary;

- e. three (3) quarters at one-half (1/2) of full salary
- 27.12 A sabbatical of two (2) semesters or two (2) or three (3) quarters may be implemented within a two (2) consecutive year period, subject to the recommendations of the Professional Leave Committee and the appropriate administrator and the approval of the President.
- 27.13 A faculty unit employee on sabbatical leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if he/she were not on sabbatical leave.
- 27.14 A faculty unit employee on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.
- 27.15 A faculty unit employee on sabbatical leave shall not accept additional and/or outside employment without prior approval of the President.
- 27.16 A faculty unit employee granted a sabbatical leave may be required by the President to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President and the Professional Leave Committee.
- 27.17 A faculty unit employee shall render service to the CSU upon return from a sabbatical leave at the rate of one (1) term of service for each term of leave.

ARTICLE 28

DIFFERENCE IN PAY LEAVES

- 28.1 A difference in pay leave shall be for purposes that provide a benefit to the CSU.
- 28.2 A difference in pay leave may be approved for one (1) or more quarters, semesters, or months as appropriate to the appointment.
- 28.3 The salary for a difference in pay leave for a faculty employee shall be the difference between the

faculty employee's salary and the minimum salary of the instructor rank. The salary for a difference in pay leave for a librarian employee shall be the difference between the librarian employee's salary and the minimum salary of the lowest comparable time base librarian rank.

- 28.4 A probationary or tenured faculty unit employee shall be eligible for a difference in pay leave if he/she has served full time for six (6) years preceding the difference in pay leave and after any previous sabbatical leave or difference in pay leave.
- 28.5 The faculty unit employee shall submit a request for a difference in pay leave. The application shall include a statement of the purpose of the leave; a description of the proposed project; the CSU resources, if any, necessary to carry it out; and a statement of the time requested.
- 28.6 Application response deadlines shall be established by the President after considering recommendations from the Professional Leave Committee.
- 28.7 A Professional Leave Committee composed of tenured faculty unit employees shall review difference in pay leave requests. The Professional Leave Committee shall be elected by probationary and tenured faculty unit employees. A faculty unit employee applying for a difference in pay leave shall not be eligible for election to the Professional Leave Committee. The recommendation ensuing from such a review shall be submitted to the appropriate administrator. This review shall consider questions related to the quality of the proposed difference in pay leave.
- 28.8 A copy of the request shall be sent to the faculty unit employee's department. The department shall provide a statement to the appropriate administrator regarding the possible effect on the curriculum and the operation of the department should the employee be granted a difference in pay leave.
- 28.9 Prior to making a recommendation to the President regarding the difference in pay leave request, the appropriate administrator shall consider the recommendations pursuant to provisions 28.5 and 28.6 above, other campus program needs, and campus budget implications.

- 28.10 Prior to making a final determination regarding the difference in pay leave and the conditions of such an approved leave, if any, the President shall consider the recommendations made pursuant to provisions 28.5 - 28.7 above. The President shall respond in writing to the applicant and such a response shall include the reasons for approval or denial. If a difference in pay leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected department and the Professional Leave Committee.
- 28.11 Final approval of a difference in pay leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets that are at least equal to the amount of salary paid during the period of leave. Such suitable bond or accepted statement of assets shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the difference in pay leave.
- 28.12 A faculty unit employee on a difference in pay leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if he/she were not on a difference in pay leave.
- 28.13 A faculty unit employee on a difference in pay leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.
- 28.14 A faculty unit employee on a difference in pay leave shall not accept additional and/or outside employment without prior approval of the President.
- 28.15 A faculty unit employee granted a difference in pay leave may be required by the President to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President and the Professional Leave Committee.
- 28.16 A faculty unit employee shall render service to the CSU upon return from a difference in pay leave at the rate of one (1) term of service for each term of leave.

4. The application shall be submitted to the FLC. The FLC shall determine if the application conforms to paragraph 27.3 of the MOU and that the granting of the leave would provide benefit to the CSU (MOU, 27.1)

5. A copy of each application shall be sent to the faculty unit employee's Department. The Department shall prepare a statement on the impact on the operation of the Department if a leave is granted. The statement will be forwarded to the Dean. (MOU, 27.6)

6. The FLC will consider questions relating to the appropriateness of the proposal defined in AS 83-76, i.a., §1-6 (Professional Leave Committee Guidelines, carried by the senate 11/9/83; approved by the President 1/23/84), its benefit to the University defined in AS 83-76, i.b., and the quality of the proposal (MOU, paragraph 27.5)

7. The FLC will recommend the granting of leaves to those applicants meeting the minimum requirements ~~as~~ defined in 6 on the basis of length of service in years and ~~and~~
~~and fractions of years since the last leave or appointment.~~
and fractions of years since the last leave or appointment.

8. The Provost (or designee) shall consider the recommendations of the FLC as well as the comments supplied by Departments and Deans as provided in Article 27.7 of the MOU.

Difference in Pay Applications:

Faculty members eligible for Difference in Pay leaves shall submit applications to the FLC on the forms provided. Deans and departments will submit to the FLC assessments of the impact of proposed leaves on curriculum and programs. The FLC will forward to the Provost all Difference in Pay proposals which meet minimal quality standards. Deadlines for Difference in Pay applications shall be flexible; it shall be campus practice to grant Difference in Pay leaves whenever possible in the interests of faculty members, departments, and schools. Sabbatical leave applications that have been recommended by the FLC shall also be considered to have been recommended for Difference in Pay leaves.

PAID LEAVES

AD SAC COMMITTEE DRAFT

M (Heff) + 2nd

Traditionally, paid academic leaves are not a privilege, but a right. At many reputable institutions of higher learning, sabbatical leaves are granted automatically as a reward for past service and as an incentive for continually improved service by the faculty member to the institution, the students and his/her discipline.

By not adhering to this standard policy on sabbatical leaves, the California State University has long been doing a disservice to the quality of education offered to its students. Every effort should continue to be made by all concerned--from students to the Governor--to institute a policy which will no longer restrict sabbatical leaves through insufficient fiscal allocations, thereby placing the California State University in a disadvantageous educational position vis-a-vis its students.

The Professional Leave Committee shall recommend for a paid leave every applicant who meets legal requirements and the standards enumerated below. (Difference-in-pay applicants on an unranked list, sabbatical applicants on a ranked list.)

The Professional Leave Committee will be a University committee with four members from Arts and Sciences and one from each other School or unit. Members will be elected by and from Schools and will meet the criteria established in Article 27.5 of the Contract.

~~including the Professional Leave Committee (PLC) in an advisory capacity with the School Review Teams (SRTs), one for each school or unit. Each School Review Team will have a minimum of three members, elected by the School. PLC members will be elected (non-voting) by a SAC member from the same School.~~

The PLC will make recommendations on paid leaves to the Office of the Provost. The provost or other academic administrator with campus-wide responsibility should be the responsible administrator indicated in Article 27.7.

Sabbatical Leaves

1. A sabbatical leave shall be for purposes that provide a benefit to CSUE.
2. An eligible faculty members shall submit an application on the form provided.
3. (deadlines)