

Faculty Sabbaticals/Leaves

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New Senate Policy - Criteria

- o USC [University Sabbatical Committee] shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: (a = 40%); (b = 30%); and (c = 30%).
- o (a) The **intellectual or creative significance** of the proposed endeavor. No proposal shall be considered to be of lesser merit because the proposed activities bridge disciplinary lines as they are defined by the departmental/college structure of this university.
- o (b) The importance and effectiveness of the proposed endeavor in furthering the applicant's **professional development**. This criterion may be satisfied in many ways, including but not limited to **producing professional value for the applicant and benefitting their students, their department, their college, the university, their discipline/field, the community, and the public**.
- o (c) The **likelihood of completion based on the applicant's past achievements and the feasibility of their activity plan and timeline**. This may include consideration of the applicant's academic or professional background, the applicant's prior interest and experience in relevant subjects, the challenges and inequities that the applicant has faced, and the applicant's overall ability and reliability in planning and carrying out projects, including past sabbatical and leave projects. This criterion shall not be applied in ways that advantage applicants who have had greater prior opportunities for past research, scholarship and creative activities.

New Senate Policy - Process

- o **Sabbaticals (1 or 2 Semesters):** The USC is elected by probationary and tenured faculty.... Members...must be tenured faculty unit employees. The membership...shall consist of two elected representatives from each college, one elected representative from the library, and three at-large representatives elected by the faculty. When there is a vacancy..., the dean of that college or library will appoint a faculty member from among those willing to serve. A faculty unit employee applying for a sabbatical shall not be eligible for election to the USC.
- o **Sabbaticals (2 Semesters):** All applications for sabbaticals at one-half (1/2) of full salary shall be approved if they meet the criteria set forth in the CBA.
- o **Difference in Pay Leaves (1 or 2 Semesters):** A department Leave with Pay Committee composed of tenured faculty, and elected by probationary and tenured faculty, shall review difference in pay leave applications. This review shall consider questions related to the quality of the proposal for the difference in pay leave. The recommendation ensuing from such a review shall be submitted to the college dean/university librarian.
- o The principle of equitable and representative distribution of sabbaticals across colleges and the library will guide the allocation of leaves. In general, the USC should strive for reasonably equitable rates of application success across the various colleges.
- o The President or their designee shall report to the Academic Senate the percentage of eligible faculty who were awarded sabbaticals on an annual basis. The president or their designee shall also report on the distribution of sabbatical leave awards across the various colleges on an annual basis.

Tips and Suggestions

- o Write for general readers (not disciplinary specialists)
- o Make all 1500 words count
- o Address all three criteria; don't miss the second (professional development) and third (feasibility/workplan/timeline)
- o For significance (criteria a), go beyond describing the topic—address your anticipated arguments, interpretations, innovations, and contributions and explain why those are significant. Don't assume that this is obvious.
- o For professional development (criteria b), highlight the benefits for yourself, your students, and your department, college, university, discipline/field, community, and/or the public. For some of these, address how you will disseminate your work and how you and others will benefit. Don't assume that this is obvious.
- o For likelihood of completion and project feasibility, highlight work already completed, project organization, project schedule, project methods, past accomplishments, strategies for dealing with challenges and inequities. Don't assume that this is obvious (especially on methods).
- o Ask colleagues for copies of their past successful applications (but keep in mind that they were written under different policies/procedures).

Changing the Discourse

- o Sabbaticals and leaves are not:
 - o Vacations or time off
 - o Opportunities to do *your* work, as opposed to SF State's
- o Sabbaticals and leaves are:
 - o Short-term opportunities to prioritize research, scholarship, and creative activities over teaching and service
 - o Necessary for SF State faculty to fulfill the CSU and SF State missions
 - o Negotiated entitlements for those who are selected in competitive processes
 - o Beneficial for SF State, SF State faculty, SF State students, the CSU system, and the state of California