

CALIFORNIA STATE UNIVERSITY, EAST BAY
PROFESSIONAL LEAVE COMMITTEE POLICY AND PROCEDURES

- 1.0 In accordance with Section 27.5 of the Collective Bargaining Agreement (CBA) in force between the California State University Faculty Association for Faculty Unit 3, a Professional Leave Committee shall be elected annually to review applications of faculty unit members for sabbatical leaves. The Committee shall consider questions related to the quality of each leave proposal, and shall submit its recommendations on all sabbatical leave applications to the Provost and Vice President for Academic Affairs (henceforth referred to as the Provost).
- 2.0 The Professional Leave Committee shall be composed of five tenured members of the faculty unit elected according to the regular procedures for University-wide elections specified in the CSUEB Bylaws of the University Faculty, Article VI, subject to the following provisions:
 - 2.1 At least one member shall be elected from each College and the University Library.
 - 2.2 Those eligible to serve as members of the Committee shall be only those members of the University Faculty who are tenured faculty unit employees.
 - 2.3 Those eligible to vote for members of the Committee shall be only those members of the University Faculty who are probationary or tenured faculty unit employees.
 - 2.4 A faculty unit employee applying for a sabbatical leave may vote for members of the Professional Leave Committee but shall not be eligible to serve on the Committee.
 - 2.5 Election of the Professional Leave Committee shall be completed during the regular Spring election of each previous academic year.
 - 2.6 The Executive Committee shall ensure that the nominating process provides first an opportunity for self-nomination, to be followed by an opportunity for nomination-by-petition. If procedures for self-nomination and nomination-by-petition do not provide at least eight eligible nominees, the Executive Committee shall then make additional nominations to bring the total number of nominees up to eight.
 - 2.7 In case of vacancy on the Committee, the person with the next highest number of votes shall be appointed by the Executive Committee to fill the vacancy, subject to the provision of Section 2.1 that there shall not be more than two Committee members from any one College or the Library.
 - 2.8 Application and response deadlines shall be established by the President after considering recommendations from the Professional Leave Committee (as per CBA section 27.4).
- 3.0 Members of the Professional Leave Committee shall familiarize themselves with provisions in Article 27 of the CBA concerning sabbatical leaves, and shall take no actions inconsistent with those provisions. In its internal operations, the Committee shall also observe the following rules.
 - 3.1 The Provost shall convene the first meeting of the Committee, at which time the committee will elect its Chair by majority vote.

- 3.2 Majority decisions will determine all votes in the Committee.
- 3.3 The presence of three voting members of the Committee will constitute a quorum at regularly scheduled meetings.
- 3.4 The Committee shall review and place in rank order all proposals for sabbatical leaves.
- 3.5 The following criteria will be those used to determine the award of sabbatical leaves.
 - (a) The intrinsic merit of the proposal in terms of its feasibility, and of the professional growth and development of the applicant, of the curricular needs of the applicant's department or area, and of the need to maintain the reputation of the University as a teaching and research institution.
 - (b) The past performance of the applicant as reflected by publications, research, creative work, honors and awards, academic program and course development, and related accomplishments which bear a direct relationship to the proposed sabbatical leave.

When the application of criteria (a) and (b) result in a tie between two proposals, time in service at a college or university since the last sabbatical or equivalent leave will become criterion.

- 4.0 If a candidate who is turned down for sabbatical leave seeks information, he/she should first be directed to the Provost. If further information is necessary, the candidate may then be directed to the Chair of the Professional Leave Committee.
- 5.0 When a leave holder of a sabbatical leave wishes to change the conditions of the leave, the proposed change shall be submitted in writing to the Provost. The Provost shall consult the Professional Leave Committee if the request arrives in the Provost's Office before the end of the academic year; thereafter, the Provost shall consult the Committee to the extent possible. The Provost shall determine whether or not to approve the change and notify the Chair of the Professional Leave Committee of that decision.
- 6.0 The Professional Leave Committee shall review sabbatical applications in Fall Semester, and make recommendations no later than the end of Fall semester (with deadlines established by the President after considering recommendations from the Professional Leave Committee).
- 7.0 As per CBA section 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.
- 8.0 For other conditions relating to sabbatical leaves, the Professional Leave Committee is referred to Article 27 of the CBA