TO: The Academic Senate
FROM: Faculty Affairs Committee (FAC)
SUBJECT: Updates on Professional Leave Committee Procedures

ACTION REQUESTED: Approval of the attached policy revisions by the Academic Senate; effective upon the signature of the President

BACKGROUND INFORMATION: In December 2009, the outgoing Chair of the Academic Senate requested through the Associate Provost that the 2009-10 Professional Leave Committee review the standing policy governing their committee procedures, consider any useful changes to the policy, and forward these to the Faculty Affairs Committee for possible revisions. The Professional Leave Committee subsequently forwarded suggestions to FAC regarding improvements the end-of-sabbatical reports required by the Provost’s Office, but did not suggest any changes in the standing policy.
FAC also reviewed the policy for updating, and proposes the following changes:

- updating the University’s name
- changing the title of the policy from “Professional Leave Committee” to “Professional Leave Committee Policy and Procedures”
- replacing the abbreviation “MOU” with “CBA”
- replacing the term “school” with “college”
- correcting the Provost’s title from Vice President “for” Academic Affairs, to Vice President “of” Academic Affairs

At its meeting on May 19, FAC voted unanimously (7 to 0) to approve these updates and to forward to the Provost’s Office the Professional Leave Committee’s suggestions regarding sabbatical reports.
1.0 In accordance with Section 27.5 of the MOU 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.

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 CSUH CSUEB Bylaws of the University Faculty, Article VI, subject to the following provisions:

2.1 At least one member shall be elected from each School 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 Fall Quarter of each academic year.

2.6 The Executive Committee shall insure 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 School College or the Library.

3.0 Members of the Professional Leave Committee shall familiarize themselves with provisions in Article 27 of the CBA Memorandum of Understanding 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 and Vice President for Academic Affairs 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 and Vice President for Academic Affairs. 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 and Vice President for Academic Affairs. The Provost and Vice President shall consult the Professional Leave Committee if the request arrives in his office before the end of the academic year; thereafter, the Provost and Vice President shall consult the Committee to the extent possible. He shall determine whether or not to approve the change and notify the Chair of the Professional Leave Committee of his decision.

6.0 The Professional Leave Committee shall review sabbatical applications in Fall Quarter, and make recommendations no later than the first week of classes in Winter Quarter.

7.0 For other conditions relating to sabbatical leaves, the Professional Leave Committee is referred to Article 27 of the CBA.