

Adopted: February 9, 2021

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-908-21

**RESOLUTION ON UNIVERSITY FACULTY PERSONNEL POLICIES
SUBCHAPTER 12.4: SABBATICAL AND DIFFERENCE IN PAY LEAVES**

Impact on Existing Policy: The policies in UFPP 12.4 supersede all university policies on sabbatical and difference in pay leaves. ⁱ

- 1 WHEREAS, University academic personnel policies are established by shared
2 governance and included in “University Faculty Personnel Policies”
3 (UFPP); and
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- 5 WHEREAS, Sabbatical and difference in pay leaves are academic personnel
6 policies that are not currently in UFPP; and
7
- 8 WHEREAS, University sabbatical and difference in pay leave policies warrant
9 updating in light of practices in faculty units (e.g. colleges) that have
10 reasonably deviated slightly from formerly established procedures;
11 and
12
- 13 WHEREAS, For the past two years a pilot process of sabbatical leave review that
14 dispenses with interviews has been successfully implemented in the
15 College of Liberal Arts; and
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- 17 WHEREAS, The policies contained in the report “Proposed Subchapter of
18 University Faculty Personnel Policies Document: SUBCHAPTER 12.4:
19 Sabbatical and Difference in Pay Leaves” reflect the abovementioned
20 changes; therefore be it
21
- 22 RESOLVED: The policy included in the report “Proposed Subchapter of University
23 Faculty Personnel Policies Document: SUBCHAPTER 12.4: Sabbatical
24 and Difference in Pay Leaves” be included in UFPP, and be it further
25
- 26 RESOLVED: Colleges and the Library revise their personnel policy documents by
27 Fall 2021 to include their implementation of the policies in UFPP 12.4
28 in their personnel policy documents.

Proposed by: Academic Senate Faculty Affairs Committee
Date: January 26, 2021

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- ⁱ (1) Describe how this resolution impacts existing policy on educational matters that affect the faculty. Examples include curricula, academic personnel policies, and academic standards.**
(2) Indicate if this resolution supersedes or rescinds current resolutions.
(3) If there is no impact on existing policy, please indicate NONE.

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.4: Sabbatical and Difference in Pay Leaves**

The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, Academic Affairs, and a student representative. FAC employs a streamlined process for Academic Senate approval of personnel policies including consultation with faculty affected by proposed changes and clear identification of which policy documents have been superseded by a proposed change. Using this process, FAC updates UFPP on an as-needed basis.

FAC proposes to the Senate individual chapters or subchapters of UFPP, each covered by its own Senate resolution. FAC may also recommend that the Senate Executive Committee place non-controversial updates to personnel policies on the Senate consent agenda.

FAC is proposing to move sabbatical and difference in pay policies into UFPP and proposes some revisions to the existing policies on such leaves. The proposed policy revision is included in this document, preceded by a summary of its content, impact, and implementation, and a summary of the consultation with faculty units on this proposed chapter.

Summary of SUBCHAPTER 12.4: Sabbatical and Difference in Pay Leaves

This subchapter covers sabbatical and difference in pay leaves. Its policies are drawn from the memo sent annually from the Provost to the colleges, library, and counseling services stating longstanding university policies on sabbatical and difference in pay leaves. That memo presents university level policy, guidance for procedures in the colleges, library, and counseling services, and provides the relevant articles from the Collective Bargaining Agreement (CBA) for reference.

The policies in this subchapter state general principles, and provide requirements for sabbatical and difference in pay applicants and evaluators. Procedural details based on these policies would continue to be expressed in the memo from the Provost, as usual, but with references to UFPP in addition to the CBA. Colleges, the library, and counseling services shall adapt the policies and procedures expressed in the Provost's memo into their own policies and procedures for sabbatical and difference in pay leaves.

Impact on Existing Policy

The policies in UFPP serve as a university level expression of policy based on the requirements and allowances in the CBA.

Most of the longstanding policies about sabbatical and difference in pay leaves remain as they were, with a few notable exceptions.

Colleges, the library, and counseling services must specify in their personnel policies document the criteria, policies and procedures relevant to sabbatical and difference in pay leave, in conformity with UFPP 12.4. Colleges, the library, and counseling services may implement additional requirements on their Professional Leave Committees (PLC), and if so, such additional requirements must be specified in their personnel policies documents.

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.4: Sabbatical and Difference in Pay Leaves**

Previously the Professional Leave Committee (PLC) at the college level and at the library and in counseling services required interviews of all leave with pay applicants. The proposed policies allow a PLC to continue to include interviews with all applicants in their review procedures, or else entirely remove the interviews from the PLC procedures, but this choice has to be stated in the relevant personnel policies for the college, library, or counseling services. When a PLC interviews its applicants, the committee must report to the dean the impact of the interviews on the rank ordering of leave applicants.

The CBA requires department tenured faculty to review difference in pay leaves in the department. College level PLC review of sabbatical leaves is sufficient to comply with requirements that tenured faculty review sabbatical leaves without a lower level department committee review. The proposed policy clarifies discretion at the department level for evaluation of sabbatical leaves along with difference in pay leaves, and discretion at the college level for evaluation of difference in pay leaves, so long as the department and college policies specify these procedures. (Library and counseling services only make use of one faculty committee as their PLC.)

Previous university policies on PLCs required their members to serve two-year terms. This is no longer required.

Previously the dean would rank order leave applicants for the Provost, and do so in two separate lists. The PLC policies required a rank ordering of the applicants they evaluated in their report to the dean. The proposed policies separate sabbatical and difference in pay leave applicants into two distinct lists in PLC rank orderings for the dean for colleges who assign their PLC to review both sabbatical and difference in pay leaves.

Implementation

The establishment of UFPP by the Academic Senate obliges the Colleges and Library to restructure their faculty personnel policy documents into the same chapter division as UFPP. When the Academic Senate approves changes to UFPP and when those changes are ratified by the President, the Colleges and the Library will now have a focused area of revised policy that they must consult and, if necessary, use to revise their documents accordingly.

Colleges and the library need to place any of their policies on sabbatical and difference in pay leaves into chapter 12 (the chapter on Workload) of their personnel policy documents and conform their policies and procedures to the approved university level policy ahead of the next academic year.

If this policy is approved by the Senate and the President, colleges, the library, and counseling services need to decide whether to continue with the practice of interviewing all leave applicants, or else abandon interviews, and revise their policy documents accordingly. Colleges would also need to address the other matters explicitly left to their discretion, such as the scope of department leave committees to review sabbatical applications, and of the College PLC to review difference in pay leaves.

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.4: Sabbatical and Difference in Pay Leaves**

The memo from the Provost should continue to be the main means of distribution of university policy and procedure concerning sabbatical and difference in pay leaves. That memo should cite the relevant sections of this subchapter of UFPP for reference, or extract the text of this subchapter in its entirety as an appendix alongside the articles of the CBA that are standardly provided in that memo.

Consultation with Faculty Units about UFPP

When proposing personnel policies, FAC consults with faculty units about the proposed change so the faculty units may offer feedback on the proposal. FAC then considers this feedback when revising the proposed policy and sending it to the Senate. FAC sent draft of the subchapter to the deans of the colleges and library, and asked Academic Personnel to consult with counseling services as well.

FAC receive minimal feedback, mainly general concurrence. The removal of the requirement that PLC members serve two-year terms arose from this feedback. CLA suggested that PLCs should include something like the Employment Equity Facilitators that are required to be included in faculty and staff recruitment committees. Any such innovation should be developed in colleges interested in doing so, with subsequent feedback to FAC about how that project works.

More feedback can be channeled through Senators as the policy undergoes standard Senate review.

What follows is the proposed text of the chapter...

12.4. Sabbatical and Difference in Pay Leaves

- 12.4.1. [Chapter 12.4 was established by Academic Senate Resolution AS-XXX-21]
- 12.4.2. Sabbatical and difference-in-pay leaves are intended to provide a benefit to the university through research, scholarly and creative activity, instructional improvement, or faculty retraining.
- 12.4.3. Deans or appropriate administrators are responsible for notifying eligible faculty and advising them of the application deadline.

12.4.4. Sabbatical Leave Eligibility

- 12.4.4.1. Full-time faculty unit employees, except coaches, are eligible to take an approved sabbatical leave after completing six academic years of full-time service within the past seven years, or at least six years after a previous sabbatical or difference-in-pay leave. Service credit granted towards the completion of the probationary period for tenure-track faculty shall also apply towards fulfilling the eligibility requirement for a sabbatical.
- 12.4.4.2. Eligible academic year faculty unit employees may apply for a sabbatical leave of one quarter in length at full pay, two quarters at 75% pay, or three quarters at 50% pay.
- 12.4.4.3. Applications for three-quarter sabbatical leaves shall meet the criteria set forth in CBA 27.5-27.8, including consideration of the quality of the proposal, effect on the curriculum and the operation of the department, other campus program needs, and campus and college budget implications.
- 12.4.4.4. Current 12-month faculty who are granted leave with pay may remain in 12-month status for the duration of the approved leave. Eligible 12-month faculty unit employees may apply for a sabbatical leave of 3 months in length at full pay, 6 months at 75% pay, or 9 months at 50% pay. The start date of a sabbatical leave for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term.
- 12.4.4.5. Faculty employees serving as department chair/head (class codes 2481 or 2482) shall be assigned to the equivalent instructional faculty classification (2360 or 2361) for the duration of the sabbatical, and will not receive the department chair/head stipend while on sabbatical leave.
- 12.4.4.6. Grant-related instructional faculty (GRIF) must be converted to instructional faculty classifications for the duration of leave.

12.4.5. Difference-in-Pay Leave Eligibility

- 12.4.5.1. The initial eligibility requirement for a difference-in-pay (DIP) leave is the same as for sabbatical leaves (six years of full-time service within the past seven years).
- 12.4.5.2. For a subsequent DIP leave, faculty unit employees become eligible after serving full-time for three academic years following the last sabbatical or DIP leave.
- 12.4.6. Sabbatical and DIP leave applications must include clearly stated outcomes that benefit the university or CSU. It is critically important that those involved in reviewing leave applications recommend approval only of those applications that satisfy departmental, college and university criteria and meet the requirements of Articles 27.5-27.7 and 28.7-28.9 of the CBA.
- 12.4.7. Colleges, the library, and counseling services shall formalize sabbatical and difference in pay leave policies and procedures consistent with those in UFPP. Any refinement of the relevant criteria for sabbatical and DIP leaves, in conformity with the general principles stated in UFPP 12.4.2., shall be included in the college, library, or counseling services personnel policies document. Any enhancements to the policies, procedures,

and responsibilities in a college, the library, or counseling services shall be included in its personnel policies document.

12.4.8. Department Leave Committee (DLC)

12.4.8.1. As per CBA 28.7, difference in pay leave requires review by a Department Leave Committee (DLC). DLC members shall be elected by tenured and probationary faculty from that department. Faculty members eligible for membership are tenured, and not applying for a leave with pay. The DLC shall review all DIP leave applications and make a recommendation based on the quality of the leave proposal. The recommendation of the DLC is included in the application sent to the department chair/head.

12.4.8.2. Departments may choose to have their DLC review applications for sabbaticals. If so, the composition of the committee and its responsibilities are the same as for review of DIP leave applications. Departments choosing to have the DLC review sabbatical applications shall specify this process in their personnel policies.

12.4.9. Department Chair/Head Recommendations

12.4.9.1. Department chairs/heads shall state in a candidate's application whether the department has adequate resources to replace faculty members, and whether such a leave, if approved, would cause undue hardship to offer the department's program(s), and how the department will meet their teaching and other needs.

12.4.9.2. If an applicant is the current department chair/head, the appropriate associate dean shall make the equivalent recommendation.

12.4.10. Professional Leave Committees (PLC)

12.4.10.1. Each college, the library, and counseling services shall each convene their own Professional Leave Committees (PLC). As per CBA 27.5, PLC members shall be composed of tenured faculty who are not applying for a sabbatical or DIP leave.

12.4.10.2. The PLC shall review its leave applications to form recommendations to the dean or appropriate administrator based on the quality of the proposals. The Colleges, the Library, and Counseling Services may include PLC interviews of applicants as part of their formal application review process. Sabbatical leave applicants and DIP leave applicants may be separated in any college, library, or counseling services policies on inclusion of PLC interviews in their application review process.

12.4.10.3. The PLC shall rank order all recommended sabbatical leave applications, and separately rank order any DIP leave applications under the scope of its review. The PLC report shall clearly state to the dean or appropriate administrator the reasons for recommending denial of an application, and this report should be forwarded to the dean or appropriate administrator along with the leave applications.

12.4.10.4. College Professional Leave Committee (CPLC) members shall be elected from each department in the college. Tenured and probationary faculty in the department elect one departmental representative to the CPLC. The CPLC shall elect one of its members as chair of the CPLC. Colleges may include in their CPLC policies and procedures allowances that the CPLC also review DIP leave applications within the college.

12.4.10.5. The Library PLC (LPLC) shall consist of at least two tenured faculty librarians elected by all faculty librarians. The LPLC shall review all sabbatical and DIP leave applications from library faculty.

12.4.10.6. The Counseling Services PLC (CSPLC) shall include at least two tenured SSP-AR counseling faculty or tenured faculty librarians. Counseling services policies shall

determine the appropriate faculty to vote for CSPLC membership. The CSPLC shall review all sabbatical and DIP leave applications from counseling faculty.

12.4.11. Dean Recommendations

- 12.4.11.1. Deans shall review all sabbatical and DIP leave applications in their faculty units and make recommendations to the provost. The director of counseling services shall serve the equivalent role of dean for purposes related to sabbatical and DIP leaves.
- 12.4.11.2. Deans shall consider at least the following points when making recommendations for sabbatical and DIP leaves:
 - Benefit of the leave to the university
 - Merit of the proposal
 - Recommendations of the prior levels of review
 - Program needs
 - Campus budget implications.
- 12.4.11.3. Deans should be aware that faculty members from small departments should not be disadvantaged from obtaining a sabbatical or DIP leave.
- 12.4.11.4. Deans shall verify that post-leave reports have been completed for all previous sabbatical and DIP leaves prior to recommending approval.
- 12.4.11.5. Deans shall rank order all sabbatical leave applications that are being recommended (including all one, two- and three-quarter sabbatical applications). Deans shall separately rank order all DIP leave applications that are being recommended.

12.4.12. Provost Decision

- 12.4.12.1. The Provost is the final level of administrative evaluation for sabbatical and DIP leave.
- 12.4.12.2. The Provost shall review the candidate's materials and reports from all levels of evaluation.
- 12.4.12.3. The Provost's letter to the candidate constitutes the final decision on sabbatical and DIP leave.
- 12.4.13. A copy of the completed leave application form with all appropriate signatures and a copy of the leave abstract and detailed leave proposal shall be placed into the candidate's Personnel Action File (PAF).
- 12.4.14. Leave recipients shall submit a post-leave report to the college dean or appropriate administrator (with a copy to the department chair/head) within two months of their return from leave. The college dean or appropriate administrator is responsible for requesting and ensuring that the required post-leave report is obtained from each faculty member who took sabbatical or DIP leave upon the faculty member's return to teaching. Upon receipt, the post-leave report shall be filed in the faculty member's PAF.
- 12.4.15. Following the conclusion of faculty sabbatical or DIP leaves, the CBA articles 27 and 28 require recipients to return service to the CSU equivalent to the period of leave taken. Faculty who fail to return to Cal Poly employment will be required to repay the university for the amount of salary and benefits earned for the duration of their leave.



OFFICE OF THE PRESIDENT

MEMORANDUM

To: Thomas Gutierrez

Date: February 18, 2021

From: Jeffery D. Armstrong

Jeffery D. Armstrong

Copies: Cynthia Jackson-Elmoore
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Ken Brown

Subject: Response to AS-908-21 Resolution on University Faculty Personnel Policies Subchapter 12.4: Sabbatical and Difference In Pay Leaves

I am pleased to endorse the above-entitled Academic Senate resolution. Colleges as well as the library are encouraged to revise their personnel policy documents to include clarity of the discretionary university policy considerations and align with Subchapter 12.4 of the University Faculty Personnel Policies (UFPP) as outlined in this resolution and supporting documentation.

Please express my appreciation to the Academic Senate members and the Academic Senate Faculty Affairs Committee for their attention to this important matter.