

# Sabbatical Leave & Assigned Time for Exceptional Service



# Professional Leave Committee

## Continuing:

Joshua Smith, Chair of Chemistry and Physics & Astronomy, Chair of the PLC AY 16/17

Daniela Mineva, Music

## Departing:

Pete Goetz, Mathematics

C.D. Hoyle, Physics & Astronomy

Sondra Schwetman, Art

## New in Fall 2017:

Laura Hahn, English and Communication

John-Pascal Berrill, Forestry & Wildland Resources

Han-Sup Han, Forestry & Wildland Resources

Feel free to contact any of us with your questions.

## Quick facts about sabbatical

Faculty may apply for a sabbatical every six years (not including the sabbatical year).

You may take a year long or a one semester long sabbatical.

For a one semester sabbatical leave you will receive your full salary, and the number that must be awarded is limited to 12% of the eligible faculty (~10 for this coming round).

For a year long sabbatical leave you will receive half of your salary, one half year of service credit, and the number awarded is not necessarily limited.

The applications are evaluated by the chairs, deans, Professional Leave Committee (PLC), and Provost.

The Provost makes the final decision (hopefully) based on the recommendations from the deans and the PLC.

Sabbatical leave information is available via the APS website at:

<http://hraps.humboldt.edu/academic-personnel-leaves-absence>

## How to apply

Are you eligible? Find out by going to the Academic Personnel Services APS web page:

[http://hraps.humboldt.edu/sites/default/files/docs/sabbdip\\_eligibility1819-preliminary.pdf](http://hraps.humboldt.edu/sites/default/files/docs/sabbdip_eligibility1819-preliminary.pdf)

If so, download and fill in Form 320:

<https://forms.humboldt.edu/content/form-320-sabbatical-leave-application>

If you have already had a sabbatical leave you must include the report you wrote to your dean or the provost at the conclusion of your last sabbatical.

Submit the completed application and supplemental materials by 5 pm Monday, October 2nd, 2017 electronically to APS ([academicpersonnel@humboldt.edu](mailto:academicpersonnel@humboldt.edu)), your department chair, and your dean.

# The application

The application is broken into three parts:

## Part I: Background Information

This is where you indicate the duration of the sabbatical you are applying for and the term if it is for one semester.

## Part II: Sabbatical Leave Project Proposal

## Part III: Submitting Your Application

## Part II: Sabbatical Leave Project Proposal

Description of Sabbatical Proposal (1250 words maximum):

Please write a description of the project in language that can be understood by an educated layperson. Describe the purpose and goals of the project and how you intend to achieve the described goals. Avoid the use of specialized or technical language unless the terms are clearly explained.

Proposals must address Benefits to the CSU & Resources.

### Benefits to the CSU:

Please describe, according to CBA Article 27.1, the benefits that will accrue to the University and its students; "A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining."

Evaluation of Proposals: The CSU and the HSU Professional Leave Committee consider the *articulation of benefits to the CSU to be primary* in evaluating proposals for sabbatical leave.

### Resources:

Please itemize, according to the CBA Article 27.3, what CSU resources, if any, will be necessary to carry out the stated purposes of this sabbatical leave, and provide a statement of the time requested, which should not exceed one (1) year.

Do you need your office? Office computer? Lab space? etc...



### Evaluation of Proposals:

The CSU and the HSU Professional Leave Committee consider the articulation of benefits to the CSU to be primary in evaluating proposals for sabbatical leave. The Professional Leave Committee also considers the likelihood of achieving the goals of the proposed project to be a significant factor in evaluating the proposal. Proposals shall be identified as *highly recommended*, *recommended*, or *not recommended* and subsequently forwarded to the appropriate administrator.

Items that may help the committee evaluate if your goals will be met:

- Clearly stated, reasonable goals
- A timeline
- Supplemental information, e.g., letters from colleagues that you are planning on working with, book contracts, short CV (no more than two pages) etc...

## Part III: Submitting the application

Email an electronic copy to your chair, dean, and APS. (10/2/17)

Your chair will write a letter to the dean, copied to you. It will discuss the impact of your leave on the department. The PLC will not see this letter. (10/16/2017)

Your dean will assess each proposal and write a letter to the Provost, copied to you. The PLC will not see this letter. (11/6/2017)

The PLC review is sent to the Provost and you. The chairs and deans are copied. (11/6/2017)

The Provost will notify you with reasons of approval or denial with copies to the chairs, deans, and PLC. (12/4/2017)

You must submit a sabbatical report to your college dean by the end of the first term after your sabbatical leave:

For a Fall 2018 sabbatical the report is due by the end of the Spring 2019 term.

For a Spring 2019 or an AY 2018-19 sabbatical the report is due by the end of the Fall 2019 term.

## Assigned Time for Exceptional Service

The Collective Bargaining Agreement established a program to “provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort” (CBA 20.37).

Generally three or four awards of up to 3 units of release are granted each term to be used during the following term.

Detailed information may be found here:

<https://www2.humboldt.edu/senate/sites/default/files/Assign%20Time%20Policy.pdf>

In a single PDF:

- A narrative proposal, not to exceed two pages.
- A current curriculum vitae (CV), limited to two pages.
- A letter from an HSU employee who can speak to the credibility of the project, not the proposer, in support of the application.
- A letter from the department chair that is signed by the dean indicating they are aware of the proposal and are not currently providing assigned time for the same general activity (see section 4.1).

Incomplete applications will not be reviewed.

If you are receiving an award currently you may not apply until after the award period.

## Supported activities

Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.

The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success.

Service to the university, discipline, or community that goes significantly beyond the normal expectations of all faculty.

Assignment to courses where increases in enrollment have demonstrably increased workload.

Other extraordinary forms of service to students.

## Review Criteria

Demonstrated or hypothesized impact on student success and/or educational experience; impact includes the quality of the activity as well as the number students served. (40%)

Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload and that it is above and beyond the faculty member's work assignment/regular duties (30%)

Demonstrated impact on first-generation, underrepresented, or historically underserved student populations (20%)

Quality of the letter of support (10%)



## Recommendations

The Professional Leave Committee shall assign each proposal one of three ratings: (A) Highly Recommended; (B) Recommended; or (C) Not Recommended.

The Professional Leave Committee shall submit its evaluations and the application materials to the Provost who, in consultation with the appropriate administrator responsible for assigning workload (e.g., Dean or Vice-President of Student Affairs), shall make the final determination regarding the approval or denial of the proposal.