

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:12:00

Date: July 1987

Subject: **Sabbatical Leaves**

ORIGINAL POLICY

Sabbatical leaves are granted under Article XIII, Title E, of the *Policies of the Board of Trustees* of the State University of New York for one semester at full salary or for two semesters at half salary. Eligibility requirements are given in detail in the *Policies*. Applications are normally accepted in the fall semester for leaves requested during the subsequent academic year. Dates for applications are given in the administrative calendar.

In September 1984, the deans and the vice President distributed guidelines designed to acquaint applicants with criteria being applied in the evaluation of proposals. In October 1985, the provost of the university in a Memorandum to Presidents detailed new administrative practices which responded to a state audit of SUNY policies and procedures. The following is both an elaboration on the 1984 guidelines and an incorporation of new university practices.

Proposal

There can be a range of goals supportable by granting a sabbatical leave. In a very succinct statement, the Board of Trustees set the minimum requirements for the goal of the sabbatical leave. "Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing, or other experience of professional value." In another paragraph of same section, the *Policies* continue, "The objective of such leave is to increase an employee's value to the university and thereby improve and enrich its program." It is the opinion of this administration that a clear argument must be made for a sabbatical leave's substantial impact on the professional development of the applicant and/or its effect on the academic program and students at Buffalo State College. Having said that, we welcome applications from faculty and staff in any of the categories mentioned in the *Policies*.

The application must address clearly the purpose of the leave. The objectives must be well developed with details on how and when the objectives will be achieved. The proposal must demonstrate that the applicant has planned carefully and has a high probability of completing the objectives described in the application.

The application can be strengthened by letters of support from grant organizations, publishers, collaborators in research efforts, or directors of study programs.

The application would also be strengthened by the attachment of reports from the most recent previous sabbatical leave activities.

The department chairperson at Buffalo State College must write an evaluative statement in response to the application.

Each proposal must be accompanied by a Sabbatical Leave Request Checklist with appropriate attachments.

Changes in Plans

A quotation from the Memorandum to Presidents: "It is understood that circumstances beyond control of the faculty member or employee may necessitate a change in plans. However, all such changes must be approved, in writing, by the appropriate campus officer as soon as such need is known. In only exceptional cases shall such changes be approved after completion of the leave.

"Illness, or other unplanned circumstances, may cause interruption of an approved sabbatical. In all such cases known to the campus, the faculty member or employee shall be placed on another leave, with or without salary as appropriate, when in the discretion of the President such action is in the best interest of the University and the employee. The President may reestablish the balance of the sabbatical leave at the mutual convenience of the campus and the employee. Such reestablished approval shall not affect future eligibility or any other section of Article XIII, Title E."

Report on Activities

A report on activities undertaken during the sabbatical must be received within the first full semester after return to campus, either January 1 or June 1, as appropriate. The report should be detailed in recording the progress made in achieving the objectives of the leave and the benefit derived for the applicant. Letters from colleagues, manuscripts, etc., are appropriate support.

The report must be submitted to the department chairperson **with the sabbatical report routing sheet**.

The report must be approved by the dean and vice President. Again quoting from the Memorandum to Presidents, "There is no expected format to be used in either describing the plan or the activity report. This is left to the appropriate discretion of the President, or designee, with the understanding that each will clearly demonstrate the value of the leave to the University."

Consideration of Additional Income

A leave with pay carries with it obligations on the part of the applicant and the college. An individual may supplement his college salary while on leave within certain limits. From the *Policies*, "Members of the professional staff on sabbatical leave may, with prior approval of the chief administrative officers of the campus, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of the leave. In such cases, such chief administrative officer may adjust the sabbatical leave salaries to reflect such income, either prior to or during the period of such leave, but in no case shall sabbatical leave salary be decreased if total earnings are less than full salary."

From the Memorandum to Presidents, "It is expected that in all cases where total income exclusive of necessary expenses exceeds the normal allowable earnings, that approval for such additional earnings will be given by the President, in writing, or an appropriate adjustment will be made in state compensation."

Consequently, the leave application and the report on the leave activities must contain a signed statement of anticipated earned income and actual earned income with notation on necessary expenses.

Source of Information: Academic Affairs, July 17, 1987

See websites:

www.suny.info/policies/groups/public/documents/policies/pub_suny_pp_036049.htm#p24_943
<http://hr.buffalostate.edu/forms>

Sabbatical (Trustees Policies)

Summary

As established in Article III, Title E (5) of the State University of New York *Policies of the Board of Trustees*, sabbatical leaves are not an employment right, but rather a leave which may be made available by the campus President. The *Policies of the Board of Trustees* include the following specific language "The objective of such leave is to increase an employee's value to the State University of New York and thereby improve and enrich its program. Such leave shall be regarded neither as a reward for service nor as a vacation or rest period occurring automatically at stated intervals." Further, "Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experience of professional value."

Policy

It is the responsibility of the campus President or designee to certify that all requirements for eligibility, terms and conditions, application and approval noted in the *Policies* have been satisfied. Summary reports, in the designated format, ([Appendix A](#)) will be maintained at each

campus and will be subject to periodic review by system administration or such other appropriate offices, including that of the New York State Comptroller.

1. Application process - As required by Article XIII, Title E (5), all applications for sabbatical leave must be submitted at least six months in advance of the requested leave date. Each application must include an outline of specific activities to be undertaken during the leave, an identification of any proposed income other than salary from the campus while on leave, and acknowledgement that the applicant will return for a minimum of one year and that the applicant agrees to repay all salary if he/she does not return for the minimum period and/or file an activity report in a timely fashion.

2. Content of plan outline and activity report - There is no expected format to be used in either describing the plan or the activity report. This is left to the appropriate discretion of the President, or designee, with the understanding that each will clearly demonstrate the value of the leave to the University.

3. Changes to activity plan - It is understood that circumstances beyond control of the faculty member or employee may necessitate a change in plans. However, all such changes must be approved, in writing, by the appropriate campus officer as soon as such need is known. In only exceptional cases shall such changes be approved after completion of the leave.

4. Consideration of additional income - It is the responsibility of the President to consider and approve any earnings or other income while an employee is on sabbatical leave. It is expected that in all cases where total income exclusive of necessary expenses exceeds the normal allowable earnings, that approval for such additional earnings will be given by the President, in writing, or an appropriate adjustment will be made in state compensation.

5. Commitment to return for one year - It is expected that all employees will return for one full year at the conclusion of their sabbatical. However, it is understood that compliance with this requirement is not always possible or to the benefit of the University. In such cases the President may request a waiver by justifying, in writing, to the Chancellor or designee, the reasons for such waiver. In circumstances where the waiver is not requested or not approved, it will be the responsibility of the campus to take action to recover all salary paid during the leave.

6. Submission of activity report - All activity reports will be submitted as soon as possible, but no later than the end of the first full semester after return from leave. It is the responsibility of the campus administration to advise all applicants of this requirement and to take all necessary steps to ensure compliance. In cases where the activity report cannot be submitted in a timely fashion, it is expected that this requirement shall be waived in writing and that an alternative date shall be established with the employee.

7. Interruption of sabbatical leave - Illness, or other unplanned circumstances, may cause interruption of an approved sabbatical. In all such cases known to the campus, the faculty member or employee shall be placed on another leave, with or without salary as appropriate, when in the discretion of the President such action is in the best interest of the University and

the employee. The President may reestablish the balance of the sabbatical leave at the mutual convenience of the campus and the employee. Such reestablished approval shall not affect future eligibility or any other section of Article XIII, Title E of the Policies of the Board of Trustees.

HR Website

Sabbaticals

1. Receive request for Sabbatical Leave Form from employee.
2. Refer to Article XIII, Title E of the Policies of the Board of Trustees for information related to sabbaticals.
3. Consult department by-laws and Academic Affairs policies regarding sabbaticals.
4. Review the Sabbatical Leave Form and make recommendation.
5. Complete a Current Employee Change Form, attach the Sabbatical Leave Form, and route for approval.
6. File the fully approved Change Form and update the employee's record and file.