

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**F08-4, Policy Recommendation, Sabbatical Leaves Policy**

**Rescinds University Policy S96-7**

**Legislative History:**

At its meeting of December 15, 2008, the Academic Senate approved the following Policy Recommendation presented by Senator Maldonado-Colon for the Professional Standards Committee. University Policy F08-4 was approved and signed by President Jon Whitmore on December 23, 2008.

Amendment A to University Policy F08-4 was approved and signed by Interim President Steve Perez on April 13, 2022. Amendment A modified Sections IV.B. and IV.C. and Section VII and is incorporated into the policy below.

Amendment B to University Policy F08-4 was approved and signed by President Cynthia Teniente-Matson on November 1, 2023. Amendment B modifies Section II, Eligibility.

**University Policy  
Sabbatical Leaves**

Resolved

Approved:

November 24, 2008

Vote:

9-0-0

Present:

Daryl Canham, Winncy Du, Kell Fujimoto, Lynda Heiden, Katie Lichty, **Elba Maldonado-Colon (Chair)**, Elizabeth McGee, Joan

# **Sabbatical Leaves Policy**

## **I. Purpose**

## **II. Eligibility**

## **III. Criteria**

## **IV. Procedures**

- A. Application**
- B. Calendar**
- C. Levels of Review**

## **V. College/General Unit Professional Leaves & University Sabbatical Leaves Committees**

- A. Selection and Composition of the Professional & Sabbatical Leaves Committees**
  - A.1. College/General Unit Professional Leaves Committee**
  - A.2. University Sabbatical Leaves Committee**

## **VI. Reviews by the Department/Unit Chair, College Professional Leaves Committee, Dean, University Sabbatical Leaves Committee**

- A.1. Department/Unit Chair**
- A.2. College/General Unit Professional Leaves Committee**



applicant's ability to carry out the proposal, the planning evidenced in the detailed description of the proposal, and the time-lines for the completion of the project. Evaluators shall consider the quality of the proposed sabbatical project.

#### **IV. Procedures**

##### **A. Application**

The sabbatical application shall include: (1) a statement of purpose; (2) a detailed description of the plan to carry out the project, including, if appropriate, a description of any preparatory work scheduled before the leave or of pertinent completed work; (3) a statement of the project's benefit to the University in one or more of the ways listed above; (4) the applicant's ability to complete the project; (5) CSU resources needed, if any, to carry out the project; (6) a statement of the time requested, not to exceed one year; and (7) a statement that the final report of a previous San José State University sabbatical leave or difference in pay leave has been filed with the Office of Faculty Affairs, if applicable. The applicant's C.V. or professional resumé shall be attached to the application.

##### **B. Calendar**

The President, in consultation with Faculty Services, shall establish the annual sabbatical application and response deadlines for the following: (a) submission by the applicant, (b) review by the Chair of the Department/Unit, (c) review by the College/Unit Professional Leaves Committee, (d) review by the Dean, (e) review by the University Sabbatical Leaves Committee (USLC), a 7-day response opportunity from the candidate at each stage of the process, and (f) a final decision by the President or their designee.

##### **C. Levels of Review**

Sabbatical proposals shall be reviewed at the following levels: Department Chair/School Director, College/General Unit Professional Leaves Committee, Dean, and University Sabbatical Leaves Committee (USLC). Following the submission of the sabbatical request to the Chair, the Chair shall write a statement according to the criteria listed in VI.A.1 below. The Chair's statement shall be provided to the College/General Unit Professional Leaves Committee and Dean, with a copy to the applicant, who has seven calendar days to respond in writing to the College Dean with a copy to the Chair. The College/Unit Professional Leaves Committee shall evaluate and rank order individual applications submitted by faculty members in their College/Unit according to the criteria listed in Section III above, and consistent with the current Collective Bargaining Agreement. A copy of the evaluation and recommendation shall be provided to the applicant, who has seven calendar days to respond to the Dean, with a copy to the Department Chair. Following his/her review and recommendation, consistent with VI.A.4, the Dean shall submit each application, the recommendations of the Department/unit's Chair, the College/General Unit Professional Leave Committee,

and any responses from the candidate, to the University Sabbatical Leaves Committee for review (USLC). The USLC shall review all materials provided and shall evaluate and rank order individual applications from all the Colleges and the General Unit according to the criteria listed in III above, and consistent with the current Collective Bargaining Agreement. A copy of the evaluation from the USLC shall be provided to the applicant who has seven calendar days to respond to the Office of Faculty Services, with a copy to the Department Chair and the Dean/appropriate administrator. The USLC shall forward all sabbatical materials to the Office of Faculty Services for review and final decision by the President or their designee.

## **V. College Professional Leaves and University Sabbatical Leaves Committees**

### **A. Selection and composition of the Professional and Sabbatical Leaves Committees**

#### **A. 1 College/General Unit Professional Leaves Committee**

Each College/General Unit Professional Leaves Committee shall be composed of tenured full professors elected by probationary and tenured faculty within the college/general unit. The Dean/appropriate administrator shall determine the procedure and timelines for the elections for the College/General Unit Professional Leaves Committee. Faculty applying for sabbatical leave are not eligible to serve on the College/General Unit Professional Leaves Committee.

#### **A.2 University Sabbatical Leaves Committee (USLC)**

The USLC shall be made up of one tenured full professor elected from each College, and one tenured Librarian or SSP-AR III elected from the General Unit. Members of the USLC shall be elected by tenured and probationary faculty unit employees. Faculty applying for sabbatical leave are not eligible to serve on the USLC.

#### **Length of service:**

Beginning in AY 2009-2010, four representatives will be selected at random to serve for one (1) year; the remaining representatives will serve for two (2) years.

The Department/Unit Chair shall receive and review all sabbatical requests, and will write a statement regarding the possible effects of the applicant's leave on the curriculum and the operation of the Department/unit should the applicant be granted a sabbatical. The Chair shall explain any benefits to the Department if the sabbatical application is to be accepted. The Chair's statement shall be provided to the College Professional Leaves Committee and the Dean, with a copy to the candidate, who has seven calendar days to respond in writing to the College Dean, with a copy to the Chair.

A.2 College/General Unit Professional Leaves Committee

The College/General Unit Professional Leaves Committee shall review the proposals submitted by all eligible applicants, rank the proposals, and prepare their recommendation to the Dean/appropriate administrator. The College/General Unit Professional Leaves Committee shall consider the quality of the proposed sabbatical project in rank ordering the proposals. Criteria for selection are listed in Section III above. Applications that do not meet the criteria shall receive a recommendation against funding. For each application, the College/General Unit Professional Leaves Committee shall provide a written evaluation explaining the strengths and weaknesses of the proposal. A copy of the evaluation and recommendation shall be provided to the applicant, who has seven calendar days to respond in writing to the Dean and the Chair.

A.3 Dean of the College/Unit Administrator

The Dean/appropriate administrator shall review the applications, Chair statements, the recommendations of the College/Unit Professional Leaves Committee, and any responses from applicants. The Dean/appropriate administrator shall consider the following in his/her review: the quality of the proposal, possible effects on the curriculum and operation of the Department, other program needs and campus budget implications. The Dean shall recommend in writing, approve or disapprove, and shall state the reason for the recommendation. A copy of the evaluation and recommendation shall be provided to the applicant, who has seven calendar days to respond in writing to the Office of Faculty Affairs, with a copy to the Dean and the Chair. The Dean/appropriate unit administrator shall forward to the USLC the sabbatical requests from the College/General Unit, the Department/Unit Chair's comments, the Dean's comments, as well as candidate's response(s), if any.

A.4 University Sabbatical Leaves Committee (USLC)

each application, the USLC shall provide a written evaluation explaining the strengths and weaknesses of the proposal. A copy of the evaluation and recommendation shall be provided to the applicant, who has seven days to respond in writing to the AVP/Faculty Affairs, the Dean and the Chair.

**VII. Final Decision by the President**

**VIII. Sabbatical Report**