

11.0 SABBATICAL LEAVE POLICY AND PROCEDURES

In accordance with Article XXVII of the CURRENT AGREEMENT, the guidelines listed herein represent the College's Sabbatical Leave Policy and Procedures:

11.1 Statement of Policy

A sabbatical leave is a means of increasing a faculty member's value to the College by developing their potential for growth in their field of knowledge, art, science, or profession and enabling them to devote themselves without reservation or distraction to a particular problem, project or study.

11.2 Eligibility

- A. All full-time faculty members and librarians, who, as of June 30 prior to the year for which the leave is requested, have completed a period of six or more years at the College, and who have fulfilled all professional duties in the areas of service, teaching, and scholarship, and have fulfilled the terms of past awards shall be eligible to apply for a sabbatical leave. Sabbatical leaves are granted no more frequently than once every seven years.
- B. At Ramapo College, Librarians are considered faculty and the Library has the same standing as other Units. Therefore, unless specific language referring to the Library and/or Librarians is used, the term Faculty includes Librarians and the term Unit includes the Library. Within the Library, the Convening Group, Unit Personnel Committee and Unit Council are one and the same.

11.3 Purpose

- A. An application may be made for the purpose of pursuing a substantial project and/or enhance competency as a scholar or teacher as determined by the unit scholarship criteria. Sabbatical leaves may also be granted for the pursuit of an accredited terminal degree program in an appropriate field of study (CURRENT AGREEMENT, Article XXVII, Section A,2.b.)
- B. Consistent with Article XXVII, Section A.2.b. of the CURRENT AGREEMENT and with the intent of the College's Scholarly Achievement criterion, performances and exhibitions in the fine arts are also considered as reasons for sabbatical leaves.

11.4 Terms of Sabbatical Leave: Pursuant to Article XXVII, Section B of the CURRENT AGREEMENT, the following terms are applicable:

- A. Half-year leaves shall be at the rate of full salary.
- B. Full-year leaves shall be at the rate of three-quarters (3/4) salary.
- C. For librarians, half-year leaves shall be five months and full-year leaves, ten months.
- D. Sabbaticals must be taken for the semester(s) awarded. Under extraordinary circumstances and upon application to and approval from the Dean and the Vice President for Academic Affairs, a sabbatical may be postponed to the next academic year.
- E. The period of the leave shall be credited for increment purposes, where such credit

is relevant.

- F. An employee on sabbatical leave shall be entitled to the continuation of pension and insurance programs benefits as provided in the applicable plans.
- G. Each faculty member accepting a leave must sign a written statement obligating them to continue to serve for at least one year after expiration of the term of the leave.
- H. Provided the total *salary* compensation from all sources does not exceed their full salary from the College, Faculty are permitted to receive additional compensation (for instance in the form of fellowships, grants, and honoraria) for purposes related to the leave. External funds awarded for travel and living while researching abroad, for equipment, and for other incidental/practical expenses related to a project shall not be considered "salary." Sabbatical leave may not be used to accept other paid employment.

11.5 Criteria for the Evaluation of Sabbatical Proposals

- A. **Eligibility:** The candidate has completed the required years of service, has fulfilled all professional duties in the areas of service, teaching, and scholarship, and has fulfilled the terms of past awards (Assessed by the Dean: yes or no)
- B. **Format:** The application is complete and adheres to format guidelines (Assessed by the Unit Scholarship Committee: yes or no)
- C. **Clarity:** The proposal is written in a way that non-specialists can understand (Assessed by the Unit Scholarship Committee: yes or no)
- D. **Merit:** The project addresses an important issue, contributes to scholarship or general academic knowledge, enriches the applicant's teaching, or otherwise contributes to the mission of the College. (Assessed by the Convening Group, Unit Scholarship Committee and All-College Sabbatical Committee)
- E. **Feasibility:** The proposal demonstrates that the project can be successfully completed (Assessed by the Convening Group, Unit Scholarship Committee and All-College Sabbatical Committee)
- F. **Scholarship:** The applicant's record of scholarly accomplishments **since the last sabbatical** will be considered and may be demonstrated as described in Section 5 of the Faculty Handbook
- G. **Service:** The applicant's service to the college, unit and programs **since the last sabbatical** will be considered. Service may be demonstrated as described in Section 5 of the Faculty Handbook.

11.6 Application

Applications for a sabbatical leave must include:

- A. An online application form, completed in its entirety and submitted by the deadline
- B. A signed pledge to file a report with the College within one semester after the expiration of the term of the sabbatical leave (describe what was accomplished with the awarded sabbatical - 500 word maximum)
- C. A signed "Understanding of Conditions for Internal Awards" form
- D. Curriculum Vitae in Ramapo format
- E. A detailed proposal that has been properly formatted (3 pages maximum, double spaced, Times font) that includes:

- i. A concise description of the project and its goals
- ii. An explanation of how the project will advance the applicant's scholarship, enrich their teaching, or otherwise contribute to the mission of the College, and/or any other academic programs at the College
- iii. A brief statement explaining how this proposal differs from those for which previous internal support has been granted to the applicant
- iv. A concise description of the proposal's feasibility, which includes (a) a timeline indicating how the project will be completed within the time allotted, (b) a description of how, when, where, and with what special resources or materials the project will be conducted, and (c) an indication of the degree of preparation (background and professional training of the applicant, and preparations already completed) already completed toward the project

11.7 Sabbatical Procedure

- A. The President, through Employee Relations, notifies the Faculty and Librarians of the number of Sabbatical semesters available.
- B. Eligible faculty confirm their wish to apply in writing and communicate their intention to the Dean, the Unit Scholarship Committee and the Convening Group.
- C. All faculty members requesting Sabbatical shall submit a completed application to their Convening Group and to the Unit Scholarship Committee through the Dean. The application must include all documentation per the Sabbatical Checklist (insert link to checklist) and be formatted in accordance with the digital submission guidelines provided by Employee Relations (insert link to digital application guidelines).
- D. The Dean certifies (or does not) in writing the eligibility of the candidate for sabbatical vis a vis fulfillment of terms of past awards and fulfillment of professional obligations in the areas of teaching, scholarship, and service.
- E. The Dean sends a letter endorsing (or not) the application to the All-College Sabbatical Committee, the Unit Scholarship Committee and the applicant.
- F. The Convener forwards the application to the full convening group (excepting the Applicant) for review. Based solely on the criteria, the convening group determines by a "yes" or "no" vote the merit (Criteria 5 d) and the technical feasibility (Criteria 5 e) of the application. Applications are not "ranked."
- G. The Convener sends a letter with a record of the vote (up or down by simple majority), briefly explaining its rationale, to the Unit Scholarship Committee. Deliberations of the Convening Group are confidential. No applicant for sabbatical can be present during the discussion of any sabbatical application nor may they vote.
- H. The Unit Scholarship Committee shall conduct a preliminary review of the application for completeness using the checklist and inform the applicant of any missing information and/or non-compliance with proper presentation and formatting by the established calendar deadline.

- I. UPC sets a final date for receipt of a completed application including anything missing and the Convening Group letter, giving the applicant sufficient time to make changes and allowing for sufficient time for final review by the Unit Scholarship Committee.
- J. After the deadline, incomplete applications as determined by the Unit Scholarship Committee will not be forwarded.
- K. The Unit Scholarship Committee evaluates each completed application against the criteria (see Section 11.5).
- L. On each of the Criteria related to Merit and Feasibility (11.5 a, b, c,d, and e), a "yes or no" vote is taken (applications are not "ranked" at the Unit Scholarship Committee level). The vote count is privileged (never made available outside the USC).
- M. Only applications that have received a majority "yes" vote on *all* of the Criteria related to Merit and Feasibility (11.5 a, b, c,d, and e) will be forwarded to the All-College Sabbatical Committee
- N. The Unit Scholarship Committee notifies each applicant and the Dean of the Committee's decision and rationale in writing.
- O. The All-College Sabbatical Committee evaluates and ranks each submitted application against criteria (Section 11.5) and in accordance with the voting procedures described below:
 - i. Each voting member of the All-College Sabbatical Committee shall complete an independent review of each application and shall provide a separate rating using a 5-point scale for each: Merit (including feasibility), Scholarship, and Service.
 - ii. Ratings by each voting member on Merit, Scholarship and Service shall be added to those of other voting members for a possible maximum total of 30 points for each dimension (one rating for each of the six Unit representatives).
 - iii. The aggregate ratings for each of the three dimensions shall be weighted as follows: Merit at 60%, Scholarship at 20% and Service at 20% for a total of 100%.
 - iv. All applications will be ranked based on the weighted aggregate ratings. In case of a tie, both applications are reconsidered and another vote is taken on both applications.
- P. The All-College Sabbatical Committee informs each applicant of its recommendation in writing.
- Q. The All-College Sabbatical Committee makes available its recommendations and ranking to the Provost.
- R. The Provost reviews all documentation and makes their recommendations to the President.
- S. Should the Provost and/or President disagree with any recommendation of the All-College Sabbatical Committee they shall confer with the Committee as to the reasons behind the recommendation.
- T. The President makes final recommendations and will notify applicants of their decision.

11.8 COMPOSITION OF COMMITTEES

Unit Scholarship Committee/LPC

- A. Membership shall consist of one unit member from each program
- B. Committee members may not currently be under consideration for sabbatical
- C. All members of the Unit Scholarship Committee shall be tenured faculty
- D. The Unit representative to the All College Sabbatical Committee will ideally be a member of the Unit Scholarship Committee

All-College Sabbatical Committee

- A. The Committee shall consist of one tenured faculty member from each academic unit, one tenured librarian, one non-voting union representative, one non-voting representative of the Office of Employee Relations, and one non-voting Affirmative Action representative appointed by the President (6 voting, 3 non-voting members). Committee membership shall comport with all College Policies including #429, Nepotism, and #458, The Code of Professional Responsibility.
- B. All voting Committee members shall be tenured prior to their first year of service.
- C. Voting Committee members shall serve no more than two consecutive years without the possibility of repeating until they have been off the Committee for two years. Service on the Committee for even a short period (e.g. when someone is selected to complete the term of another member) shall constitute a one-year term.

11.9 Election of Officers on the All-College Sabbatical Committee

- A. The Committee, by majority vote, shall elect or reappoint a Chair and Vice-Chair. The Chair shall have at least one year of prior service on the Sabbatical Committee.
- B. **Recording Secretary:** The Committee by majority vote shall elect one of its voting members to be its Recording Secretary. The secretary shall record minutes that include attendance and actions items.
- C. **Non-Voting Members**
 - a. **Employee Relations Representative**
 - i. The non-voting ER representative shall be appointed by the President. This member shall provide all members of the Committee with a copy of the sabbatical procedures including Faculty Handbook.
 - ii. The ER Representative shall provide the Committee with the due date for its final report.
 - iii. The ER representative shall provide access to candidate applications for review by Committee members.
 - iv. The ER representative's role shall be limited to review of Committee and College policies and procedures to monitor adherence to the Faculty Handbook. The ER representative shall not take part in Committee deliberative discussions. The ER representative may only advise the Committee on procedural matters.

- v. The ER representative shall also assist the Committee Chair, Vice-Chair, and Secretary with scheduling and Committee correspondence. All communications sent from the ER representative's office regarding Committee business, including notices of meetings and scheduling, shall be sent in the name of the Committee Chair and shall be reviewed and approved by the Chair or Vice-Chair prior to forwarding. The Committee Chair shall place all records of Committee deliberations and votes for storage in the care of the ER representative. These files are confidential and are for Committee use only.

D. Union (AFT) Representative

- i. The non-voting AFT Union representative shall be appointed by the AFT.
- ii. Their role will be to monitor proceedings to ensure a fair process and adherence to the contract.
- iii. If the AFT representative perceives a possible violation of the contract, they should ask the Chair of the Committee to temporarily suspend the proceedings. They should then make clear to the Committee their objections.
- iv. If mutual agreement cannot be reached because the Committee and the AFT representative disagree as to the perceived infraction, the AFT representative must file a grievance on behalf of the local within three days of the alleged violation.

E. Affirmative Action Representative

- i. The non-voting Affirmative Action representative shall be appointed by The Office of Equity, Diversity, Inclusion and Compliance
- ii. The Affirmative Action representative role shall be limited to ensuring compliance with all EEOC and Affirmative Action laws, College policies and procedures with respect to Affirmative Action concerns.
- iii. If the Affirmative Action representative perceives a possible violation in this area, they should ask the Chair of the Committee to temporarily suspend the proceedings.
- iv. The Affirmative Action Rep, the AFT rep, the ER rep and the Chair shall have a meeting to discuss the nature of the objection to determine if further action needs to be taken.
- v. If an objection is agreed on they should then explain to the full Committee the nature of the objection.
- vi. If the Affirmative Action representative and the Committee disagree as to the perceived infraction, the Affirmative Action representative must file their objections with the President or their designee within three days of the Committee meeting.
- vii. The Committee will await the President's decision and proceed accordingly.