

11.0 SABBATICAL LEAVE POLICY AND PROCEDURES

In accordance with Article XXVII of the **CURRENT CONTRACT**, 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 30th prior to the year for which the leave is requested, have completed a period of six (6) or more years at the College and who have fulfilled all professional responsibilities 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 (7) years to each faculty member who is eligible for sabbatical.
- 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, UPC, 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 to enhance competency as a scholar or teacher, as determined by the Unit scholarship criteria. Sabbatical leave may also be granted for the pursuit of an accredited terminal degree in an appropriate field of study (**CURRENT CONTRACT, Article XXVII, Section A,2.b.**).
- b. Consistent with Article XXVII, Section A.2.b. of the **CURRENT CONTRACT** and with the intent of the College's Scholarly Achievement criterion, performances and exhibitions in the fine arts are also considered as appropriate and eligible reasons for sabbatical leaves.

11.4 Terms of Sabbatical Leave

Pursuant to Article XXVII, Section B of the **CURRENT CONTRACT**, 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 for five (5) months and full-year leaves for ten

(10) months.

- d. Sabbaticals must be taken for the semester(s) awarded. Under extraordinary circumstances and upon approval from the Dean and the Provost, a sabbatical may be postponed to the next academic year. Understanding that The Board of Trustees must be approved all Sabbaticals/Leaves.
- e. The period of the sabbatical leave shall be credited for increment purposes, where such credit is relevant.
- f. A faculty member who is on sabbatical leave shall be entitled to the continuation of pension and insurance program benefits as provided in the applicable plans.
- g. Each faculty member who accepts an awarded sabbatical must sign a written statement obligating them to continue to serve for at least one year after expiration of the term of the sabbatical leave.
- h. Provided the total *salary* compensation from all sources does not exceed their full salary from the College, faculty who are on sabbatical are permitted to receive additional compensation (e.g., external fellowships, grants, or honoraria) for purposes related to the sabbatical leave. External funds that are awarded for travel and living while researching abroad, for equipment, and for other incidental/practical expenses, which are related to the sabbatical 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

Sabbatical proposals will be evaluated based on the following criterion:

- a. **Eligibility:** The applicant has completed the required years of service, has fulfilled all professional responsibilities in the areas of service, teaching, and scholarship, and has fulfilled the terms of past awards. (Assessed by the Dean who will determine yes or no)
- b. **Format:** The application is complete and adheres to format requirements. (Assessed by the Unit Scholarship Committee who will determine yes or no)
- c. **Clarity:** The proposal is written in a way that non-specialists can understand. (Assessed by the Unit Scholarship Committee who will determine 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 significantly contributes to the mission of the College and/or any other academic programs at the College. (Assessed by the Convening Group, the Unit Scholarship Committee, and the All-College Sabbatical Committee (ACSC))

- e. **Feasibility:** The proposal demonstrates that the project can be successfully completed. Feasibility shall be assessed as a component of Merit. (Assessed by the Convening Group, the Unit Scholarship Committee, and the ACSC)
- 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 and initiatives 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 all of the following:

- a. a Common Application Form (See Appendix G), which is complete and submitted by the deadline established by ER;
- b. a signed pledge to submit a report within one semester after the expiration of the term of the sabbatical leave as stipulated in the Common Application Form (i.e., 500-word description of what was accomplished during the awarded sabbatical);
- c. a signed Understanding of Conditions for Internal Awards Form as stipulated in the Common Application Form;
- d. an up-to-date Curriculum Vitae in the Ramapo-approved format;
- e. a detailed proposal that has been properly formatted (i.e., 3-page maximum, double-spaced, Times New Roman 11 font) that includes the following:
 - i. a concise description of the proposed sabbatical project and its primary 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; and
 - 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 already completed toward the project (e.g., background and professional training of the applicant, data collected, literature review conducted).

11.7 Sabbatical Procedure

- a. The President, through Employee Relations, notifies the faculty and Librarians of the total number of sabbatical semesters available.
- b. Eligible faculty submit their intent to apply for a sabbatical in writing and communicate their intention to their Dean, their Unit Scholarship Committee, and their primary Convening Group.
- c. All faculty members requesting Sabbatical shall submit a completed application to their Dean, who shall share it with their primary Convening Group and their Unit Scholarship Committee. The application must include *all* documentation per the Sabbatical Checklist) and be formatted in accordance with the submission guidelines provided by the ER.
- d. The Dean, in writing, either affirms the eligibility of the applicant for sabbatical vis a vis fulfillment of terms of past awards and fulfillment of professional responsibilities in the areas of teaching, scholarship, and service or documents the area of concern. The Dean sends a letter endorsing (or not) the application to the ACSC, the Unit Scholarship Committee, and the applicant.
- e. The Convener forwards the application to the full primary Convening Group of the applicant, except for the applicant, for review. The Convening Group determines by yes-or-no vote the Merit and Feasibility of the proposed sabbatical project. Applications are not ranked.
- f. The Convener sends a letter with a record of the vote (yes or no by simple majority), briefly explaining their 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.
- g. The Unit Scholarship Committee shall conduct a preliminary review of each sabbatical application for completeness (using the Sabbatical Application Checklist) and inform the applicant if any required information/components is/are missing and/or if the application is non-compliant with required formatting. This should be done in a timely manner so the application can be corrected and submitted by the established calendar deadline.
- h. Unit Scholarship Committee 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.
- i. After the deadline, incomplete applications as determined by the Unit Scholarship Committee will not be forwarded.
- j. The Unit Scholarship Committee evaluates each completed application against the Sabbatical criteria (see Section 11.5).

- k. On each of the Format, Clarity, Merit, and Feasibility criteria (11.5 b, c, d, and e), a yes-or-no vote is taken (i.e., applications are not ranked at the Unit Scholarship Committee level). The vote count is to remain confidential and should never be shared outside the Committee.
- l. Only applications that have received a majority yes vote on *all* of the criteria related to Eligibility, Format, Clarity, Merit and Feasibility (11.5 a, b, c, d, and e) will be forwarded to the ACSC.
- m. The Unit Scholarship Committee notifies each applicant and their Dean of the Committee's decision and rationale in writing.
- n. The ACSC evaluates and ranks each sabbatical application against the sabbatical criteria (see section 11.5) and in accordance with the voting procedures described below.
 - i. Each voting member of the ACSC shall complete an independent review of each sabbatical application and shall provide a separate score using a 5-point scale for each of the following criteria: Merit (including Feasibility), Scholarship, and Service.
 - ii. Scores assigned by each ACSC voting member on Merit, Scholarship and Service shall be added to those of the other voting members to obtain a final score (i.e., a possible maximum of 30 points) for each sabbatical criterion (one rating by each of the six Unit representatives).
 - iii. A composite score for each sabbatical application shall be calculated as follows: Merit at 60%, Scholarship at 20%, and Service at 20%.
 - iv. All applications will be ranked according to their calculated composite scores. In the case of a tie, both applications are reconsidered, and another vote is taken on both applications.
- o. The ACSC informs each applicant of its recommendation in writing.
- p. ACSC makes available its recommendations and ranking to the Provost.
- q. The Provost reviews all sabbatical applications and the rankings provided by the ACSC and makes their recommendation to the President.
- r. Should the Provost and/or the President disagree with any recommendation of the ACSC, they shall confer with the Committee to explain the reason(s) for the discrepancy.
- s. The President makes the final recommendation to the Board of Trustees and will notify applicants of their decision.

11.8 COMPOSITION OF SABBATICAL COMMITTEES

Unit Scholarship Committee/Library Personnel Committee

- a. All members of the Unit Scholarship Committee shall be tenured faculty.
- b. Membership shall consist of one Unit member from each major program.
- c. Committee members may not currently be under consideration for sabbatical.

All-College Sabbatical Committee (ACSC)

- a. The ACSC shall consist of one tenured faculty member from each academic Unit (i.e., School), one tenured Librarian, one non-voting union representative, one non-voting representative of the ER), and one non-voting Affirmative Action representative appointed by the President (i.e., 6 voting and 3 non-voting members). Committee membership shall comport with all College Policies including #429 Nepotism and #458 The Code of Professional Responsibility.
- b. The Unit representatives to the ACSC will ideally be members of the Unit Scholarship Committee.
- c. All voting ACSC members shall be tenured prior to their first year of service on the ACSC.
- d. Voting ACSC members shall serve no more than two (2) consecutive years without the possibility of repeating until they have been off the ACSC for at least two years. Service on the ACSC 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 AND MEMBERSHIP ON THE ACSC

- a. At the initial organization meeting, the ACSC shall, by majority vote, elect or reappoint a Chair and Vice-Chair from the voting members. The Chair shall have at least one year of prior service on the ACSC.
- b. At the initial organizational meeting, the ACSC shall, by majority vote, elect a Secretary from the voting members. The Secretary shall record and maintain minutes, which include meeting attendance and actions items only.
- c. Non-Voting Members

Employee Relations (ER) Representative

- i. The non-voting ER representative on the ACSC shall arrange for the organizational meeting of the ACSC and provide all members of the Committee with a copy of the sabbatical procedures including related content from the Faculty Handbook.

- ii. The ER representative shall provide the Committee with the due date for its final recommendations.
- iii. The ER representative shall provide access to sabbatical applications for review by ACSC members.
- iv. The ER representative's role shall be limited to the review of ACSC and College policies and procedures to monitor adherence to the Faculty Handbook. The ER representative shall not take part in ACSC deliberative discussions. That is, the ER representative may only advise the Committee on procedural matters.
- v. The ER representative shall also assist the ACSC Chair, Vice-Chair, and Secretary with scheduling and Committee correspondence. All communications sent from the ER representative regarding Committee business, including notices of meetings and scheduling, shall be sent in the name of the ACSC Chair and shall be reviewed and approved by the Chair or Vice-Chair prior to distribution. The ACSC 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.

Union (AFT) Representative

- i. The non-voting Union (AFT) representative shall be appointed by the AFT.
- ii. The role of the AFT representative 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 ACSC to temporarily suspend the proceedings and make clear to the Committee their objections.
- iv. If mutual agreement cannot be reached because the ACSC and the AFT representative disagree as to the perceived infraction(s), the AFT representative must file a grievance on behalf of the local within three (3) days of the alleged violation occurring.

Affirmative Action Representative

- i. The non-voting Affirmative Action representative shall be appointed by The Office of Equity, Diversity, Inclusion and Compliance
- ii. The role of Affirmative Action representative shall be limited to ensuring compliance with all EEOC and Affirmative Action laws and related College policies and procedures with respect to Affirmative Action concerns.

- iii. If the Affirmative Action representative perceives a possible violation, they should ask the Chair of the Committee to temporarily suspend the proceedings.
- iv. The Affirmative Action representative, the AFT representative, the ER representative, and the ACSC Chair shall meet to discuss the nature of the objection(s) 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.