

11.0 (NEW) 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 Terms of Eligibility pursuant to Article XXVII of the CURRENT AGREEMENT

- a. All full-time tenured 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 (UPC), Library Personnel Committee (LPC) Unit Scholarship Committee (USC) and Unit Council (UC) 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 competencies 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.

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- 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 (AY).
- 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. Faculty members or librarians on such leave are permitted to receive additional compensation in the form of fellowships, government grants, and honoraria for purposes related to the leave and part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research in addition to the partial salary from the College/University, provided that total compensation from all sources does not exceed such faculty members' full salary at the College/University. The leave may not be used to accept paid employment during the period of the leave except as provided pursuant to Article XXVII, Section B of the CURRENT AGREEMENT.
- i. 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:

- i. The candidate has completed the required years of service (see 11.2),
- ii. The candidate has fulfilled all professional duties in the areas of service, teaching, and scholarship as assessed by the Dean: yes or no.
- iii. The candidate has fulfilled the terms of past awards as assessed by the Dean: yes or no. This requirement applies to Sabbatical Leave program participants beginning in 2023 and beyond. Faculty members awarded Sabbatical in 2023 and beyond must have fulfilled the Post-Sabbatical Leave Report terms of past awards.

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- iv. If a faculty member has failed to complete their report in the allotted time, they will not be eligible for the Sabbatical Leave Program until the Post-Sabbatical Leave Report is submitted.

c. Merit:

- i. The sabbatical project (scholarship, research, creative activity) addresses an important issue, contributes to scholarship and/or general academic knowledge, enriches the applicant's teaching, and/or otherwise contributes to the mission of the College.
- ii. The Convening Group and the ACSC will assess merit.

d. Feasibility:

- i. The proposal demonstrates that the project can be successfully completed
 - ii. The Convening Group and the ACSC will assess feasibility.
- e. **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.
 - f. **Format:** The application is complete and adheres to format guidelines (Assessed by the USC: yes or no). Applications that do not meet format requirements or are incomplete are not forwarded to the ACSC and will not be considered.
 - g. **Clarity:** The proposal is written in a way that non-specialists can understand (Assessed by the USC: **yes or no**)

11.6 Application

Applications for a sabbatical leave must include:

- a. A Sabbatical Application Form (digitally accessible) completed correctly and in its entirety, and submitted by the deadline
- b. A signed pledge to submit a "**Post-Sabbatical Leave Report**" to the Dean, The Office of Employee Relations (ER) and the Provost's Office within one semester after the expiration of the term of the sabbatical leave. The Post-Sabbatical Leave Report shall include a brief description of what was accomplished with the awarded sabbatical - 500 word maximum.
- c. A signed "Common Application Form"
- d. Curriculum Vitae in Ramapo format.

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- e. A detailed proposal that has been properly formatted (3 pages maximum, font and size should be in accordance with the current American Disabilities Act (ADA) standards that includes:
 - i. a concise description of the project and its goals;
 - ii. a clear 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 (background and professional training of the applicant, and preparations already completed) already completed toward the project.

11.7 Sabbatical Procedure

- a. **While the intent of this program is to make sabbatical leaves available to all faculty members in a non-competitive system, the number of sabbaticals semesters available is dependent on budgetary considerations.**
- b. The ER manages the sabbatical leave rotation. During the initial implementation period, the rotation will be based on seniority in combination with time since last sabbatical leave. Beyond the initial implementation period, the rotation will be maintained based on years since last sabbatical leave.
- c. The ER notifies the Deans and the specific faculty members of their initial eligibility to apply based on seniority, the completed years of service since last sabbatical, and placement on the sabbatical leave rotation.
- d. Eligible faculty desiring to apply for sabbatical shall forward a copy of their Vitae in Ramapo format to the Dean and arrange to meet with them to discuss/assess the candidates eligibility regarding their fulfillment of all professional duties in the areas of service, teaching, and scholarship. Candidates should also communicate their preferred semester and/or duration of the leave.

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- e. Deans will assess the eligibility of the candidate based on their fulfillment of contractual obligations and confirm that the individual is in good standing with the institution.
- f. The Dean certifies (or does not) eligibility in writing and sends this written certification to ER, the USC, and the Convening Group. If the candidate is deemed ineligible the Dean will provide a written explanation outlining areas for further development to the candidate.
- g. Candidates eligible to apply for sabbatical in relation to their fulfillment of contractual obligations confirm their intention to apply in writing and communicate their intention to ER, the Dean, the USC, and the Convening Group by June 1 the AY before.
- h. The Deans will meet with relevant Convening Groups and/or the units to examine strategies for achieving resource neutrality and course coverage.
- i. Candidates eligible to apply prepare a complete application in accordance with section 11.6 and upload their application to the folder provided by ER. The President, through ER, notifies the Faculty and Librarians of the number of sabbatical semesters available.
- j. Candidates designate the most appropriate Convening Group to evaluate the merit of the proposal, subject to dean's approval.
- k. 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 of the proposed project (see section 11.5B). 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.
- l. The Convener sends a letter with a record of the vote (up or down by simple majority), briefly explaining its rationale, to the USC.
- m. The USC conducts a 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.
- n. The USC sets a final date for receipt of a completed application including anything missing giving the applicant sufficient time to make changes and allowing for sufficient time for final review by the USC.

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- o. After the deadline, incomplete applications as determined by the USC will not be forwarded.
- p. The USC forwards complete applications to the ACSC.
- q. The ACSC evaluates each submitted application against criteria (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 application to determine its Merit (including feasibility) in accordance with section 11.5B, and to assess the Service contribution of each candidate in accordance with section 5.3 of the Faculty Handbook;
 - ii. a vote will be taken (yes/no) regarding the Merit of each proposal;
 - iii. a second vote is taken (yes/no) regarding the service contribution of each candidate and whether the candidate has met the Service expectations consistent with their rank in the period since the last sabbatical leave;
 - iv. all applications receiving a yes majority vote on both Merit and Service are recommended for sabbatical leave.
- r. The ACSC informs each applicant of its recommendation in writing.
- s. The ACSC makes its recommendations available to the Provost.
- t. The Provost reviews all documentation and makes their recommendations available to the President.
- u. The Deans and Provost convene to discuss their plans as to how to facilitate the approved sabbaticals.
- v. In the event that resource neutrality cannot be achieved for a particular eligible applicant in the academic year in which they are eligible, applicant's sabbatical may be delayed to the following academic year while the Dean develops a plan to achieve resource neutrality for that candidate in the following academic year contingent on budget feasibility.
- w. The Deans provide the Provost and the President with their recommendations for sabbatical semesters, by school, based on a resource neutral budgeting expectation concept.

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- x. Should the Provost and/or President disagree with any recommendation of the ACSC they shall confer with the Committee as to the reasons behind the recommendation.
- y. The President makes final recommendations and will notify applicants of their decision.
- z. Within one semester after the expiration of the term of the sabbatical leave, recipients file a Post-Sabbatical Leave Report with the Provost, Dean, and ER includes a brief description of what was accomplished with the awarded sabbatical (500 word maximum).
- aa. The Dean reviews the Post-Sabbatical Leave Report and affirms (yes/no) in writing whether the sabbatical leave recipient has met the expectations.
- bb. When a sabbatical leave recipient is deemed to have not met the expectations outlined in their proposal, they may complete the work within 12 months and submit a subsequent Post-Sabbatical Leave Report in order to achieve good standing in relation to future sabbatical eligibility.

11.8 COMPOSITION OF ASSESSMENT COMMITTEES

Unit Scholarship Committee/Library Personnel Committee

- 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 USC shall be tenured faculty.
- d. The Unit representative to the ACSC will ideally be a member of the USC.

All-College Sabbatical Committee (ACSC)

- 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 ER, and one non-voting Affirmative Action (AA) representative appointed by the President (5 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.

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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 (ACSC)

Voting Members

- a. The Committee, by majority vote, shall elect or reappoint a Chair and Vice-Chair.
- b. The Chair shall have at least one year of prior service on the Sabbatical Committee.
- c. The Committee by majority vote shall elect one of its voting members to be the Recording Secretary. The secretary shall record minutes that include attendance and action items.

Non-Voting Members

a. Employee Relations (ER) Representative

- i. The non-voting ER representative shall be appointed by the President.
- ii. This member shall provide all members of the Committee with a copy of the sabbatical procedures including Faculty Handbook.
- iii. The ER Representative shall provide the Committee with the due date for its final report.
- iv. The ER representative shall provide access to candidate applications for review by Committee members.
- v. 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.
- vi. 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.

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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.

b. Union (AFT) Representative

- i. The non-voting American Federation of Teachers (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 CURRENT CONTRACT.
- iii. If the AFT representative perceives a possible violation of the CURRENT 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.

c. Affirmative Action Representative

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