

SECTION I

PART R SABBATICAL PROGRAM POLICY

1.00 Introduction

This policy recognizes the necessity for maintaining a high caliber of faculty within the state system of higher education and the importance of the faculty's contribution in delivering quality education within the state system of higher education. The Commission acknowledges that faculty sabbaticals play an important role in developing and enhancing faculty expertise, thereby supporting faculty excellence in teaching and research. The Commission also recognizes that a faculty sabbatical is a privilege, rather than a right, and should be granted only when it results in adding value to the institution, the students' education, and the state. The Commission requires state-supported institutions of higher education to judiciously grant faculty sabbaticals that will improve excellence within the state system of higher education and thereby benefit the state.

2.00 Governing Board Responsibilities

2.01 On or before October 1, 1994, the governing board of each state-supported institution of higher education shall have in place and enforce policies regarding faculty sabbaticals.

2.02 Effective October 1, 1994, a governing board of an institution of higher education may not authorize a sabbatical or extended paid administrative leave for any person holding an administrative position at a state-supported institution of higher education; except that a governing board may, for a reasonable period of time, authorize paid administrative leave for disciplinary or investigatory purposes.

2.03 A governing board may not grant a sabbatical for any faculty member more often than once every seven years.

2.04 A governing board may not grant a subsequent sabbatical for any faculty member who does not meet the goals stated in the faculty member's sabbatical plan.

2.05 The governing board of each institution shall approve any sabbaticals taken by faculty at the institution in advance. In approving a sabbatical, the governing board shall consider the quality of the faculty member's proposed activities while on sabbatical, the individuals who will be involved in such activities, and the benefits to be received from such activities by the faculty member, the institution, and the students at the institution.

2.06 Each governing board shall produce all sabbatical records for all approved sabbaticals and a list of all disapproved sabbaticals for inspection by the Commission upon request. In addition, each governing board shall distribute copies of the sabbatical policies developed by each governing board pursuant to this section, with amendments as necessary, to the Commission.

2.07 Each governing board shall specify a mechanism to hold each participant in the sabbatical process accountable for meeting the sabbatical policy requirements.

3.00 Faculty Responsibilities

3.01 Prior to taking a sabbatical, a faculty member shall submit to the governing board of the institution that employs the faculty member a detailed sabbatical plan that:

- (a) Specifies how the sabbatical activity will result in the faculty member's professional growth, how it will enhance the institution's reputation and the students' education experience at the institution, and how it will increase the overall level of knowledge in the faculty member's area of expertise.
- (b) Specifies the goals that the faculty member will achieve while on sabbatical.

3.02 Upon completion of a sabbatical, the faculty member shall submit a final sabbatical report to the governing board of the institution that employs the faculty member, including a summary of the faculty member's activities while on sabbatical and the benefits derived by the faculty member. Final sabbatical reports need not include specific details of the faculty member's research conducted while on sabbatical.

3.03 Each participant in the sabbatical process is responsible for ensuring that each sabbatical meets the requirements of House Bill 94-1050 and any other requirements that may be included in the appropriate governing board's sabbatical policy.

For all history prior to 1999, please see physical CCHE agenda books located in Department office.