

# State University of New York College at Cortland

## Sabbatical Leave Procedures

### INTRODUCTION

Sabbatical criteria and eligibility are outlined in Article XIII, Title E of the Policies of the Board of Trustees; Article 23.6 of the UUP Agreement; and Chapter 210.07 of the College Handbook. According to these policies, the objective of a sabbatical leave “is to increase an employee’s value to the University and thereby improve and enrich its program.”

### Eligibility

Academic employees with continuing appointment who have completed at least six consecutive years of service are eligible for sabbatical leave. Employees who have previously had a sabbatical leave must have completed at least six consecutive years of service from the date of return. Vacation leave and sick leave with salary are included in the computation of consecutive years of service, but other leaves of absence are not to be included. Please refer to Article XIII, Title E, Section 3 of the Policies of the Board of Trustees.

### Criteria

All applications (both full year and half year) will be judged on the following criteria:

- The value of the proposed leave to the faculty member, the department, school, and/or college
- The ability of the department to satisfy its teaching and service responsibilities in the faculty member’s absence
- While sabbaticals will be judged primarily on their intellectual merit, special consideration will be given to first-time applicants.

### Time Period, Salary and Benefits

The President’s Cabinet will determine the number of half-year sabbaticals that can be supported (and at what salary rate) based on budgetary considerations. Sabbatical leaves may be granted for:

- A period of one year at rates not to exceed one-half basic annual salary or
- A period of one-half year at rates not to exceed full basic annual salary

Employees who remain in at least half-time pay status continue health, dental and vision coverage without interruption.

Full retirement system service credit or contributions will apply to full-pay sabbaticals. Partial retirement system service credit or contributions will apply for less than full-pay sabbaticals in a ratio equivalent to the percentage of pay.

Leave accruals are not used or earned during the period of sabbatical leave.

### Process (for specific dates, please refer to the Personnel Actions Calendar)

- Faculty applications to the department chair are due in the first week of October.
- Chairs submit their recommendations to the respective dean in the third week of October.
- If there are multiple applications from a department, the chairs will prioritize them. If the chair is applying for a sabbatical leave, only the other applications will be prioritized.
- By the second week of November, deans will submit their recommendations to the Provost.

- If the number of recommendations exceeds the number of sabbaticals that can be supported, the three deans will meet with the Provost to arrive at consensus on a rank ordering of the applications.
- The Provost submits recommendations to the President in the first week of December.

**State University of New York College at Cortland**  
**Application for Sabbatical Leave**  
**[Print on yellow paper.]**

**Faculty Information:**

Name:	Department:
Rank:	Date of continuing appointment:
Date of full-time appointment to SUNY Cortland:	Years of full-time service (as of start date of leave):
Dates of previous sabbaticals or leaves of absence:	

**Sabbatical Request** (check one):

<input type="checkbox"/>	Full year: 20__ to 20__
<input type="checkbox"/>	*Fall semester: 20__
<input type="checkbox"/>	*Spring semester: 20__

*\*For one-semester requests, please provide a rationale explaining why this time frame is more appropriate than a full-year leave.*

- Will you have any supplemental income? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, indicate the amount:

\_\_\_\_\_ (NOTE: The President must consider and approve any earnings or other income while an employee is on sabbatical leave. The President can adjust sabbatical leave compensation for other income.)

- Do you now have or have you applied for a grant which will be operational during the term(s) for which you have applied for sabbatical? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how will these responsibilities be met if you are granted a sabbatical?

Attach a detailed project proposal that addresses the following points:

- How the proposed leave will increase your value to the University, thereby improving and enriching its program. [Policies of the Board of Trustees, Article XIII, Title E, Section 1]
- Necessity of the leave for completion of the proposed work, to distinguish the proposal from work that can reasonably be expected to be accomplished as part of the faculty member's normal obligation
- Evidence of your qualifications for completing the proposed project (e.g., results of prior sabbaticals, related peer-reviewed scholarly activity, grants awarded)
- Anticipated outcomes (e.g., new curriculum, presentations, publications, external grant applications)
- Other indicators of the professional value of the proposed project

**Changes in Plan**

- Circumstances beyond your control may necessitate a change in plans. Such changes must be approved, in writing, by the School Dean, the Provost and the President.
- Changes should generally be approved *before* completion of leave.

## State University of New York College at Cortland Application for Sabbatical Leave

Please review and initial the following:

\_\_\_ I have reviewed the policies for sabbatical leaves as outlined in Article XIII, Title E of the Policies of the Board of Trustees; Article 23.6 of the UUP Agreement; and Chapter 210.07 of the College Handbook.

\_\_\_ I shall return to SUNY Cortland for at least one year after completing my sabbatical leave. I agree to repay salary if I do not return to SUNY Cortland for at least one year following my sabbatical.

\_\_\_ I agree to submit a report of my accomplishments to the chairperson of my department, the school dean, the provost and the president by the end of the first full semester after I return from leave. I further agree to repay salary if I do not submit a report in a timely manner.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

### Approvals

Please attach a letter from the department chair that addresses the following points. (Chairs who are applying for a sabbatical should address these points in a separate memo.)

- Merits of the proposal
- Ability of the department to cover the applicant's teaching and advisement responsibilities
- Ability of the department to cover the applicant's service responsibilities (e.g. committee work, administrative responsibilities)

Chair's letter should stipulate if there are any other sabbaticals to occur during the anticipated academic year which had been previously approved, then delayed. If there are multiple requests from a department, chairs are asked to prioritize them.

Signatures	Not recommended	Recommended	Highly Recommended
Department Chair	_____	_____	_____
Dean/Director	_____	_____	_____
Provost	_____	_____	_____

\_\_\_\_\_  
President

\_\_\_ Approved    \_\_\_ Not Approved