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**TO:** Karen Gipson, Chair, ECS/UAS

**FROM:** Robert Hollister, Chair, FSBC; Marie Mckendall, Chair, FPPC

**SUBJECT:** Sabbatical Eligibility for Part-time Faculty

**DATE:** February 19, 2014

**CC:** Lisa Surman Haight, Senate Assistant

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### Motion

The FSBC in consultation with FPPC propose that the Administrative Handbook language be changed to read as follows:

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#### ADMINISTRATIVE MANUAL 2.30.4

##### 4. Sabbatical Leave.

Sabbatical leaves are intended primarily to encourage and promote the professional growth of those with faculty status and to enhance their teaching and scholarly effectiveness. Sabbaticals are a part of the university's responsibility in relation to faculty growth and development. Such leaves contribute to the accomplishment of these ends by enabling the faculty to undertake specific, planned activities involving study, research, or creative work of mutual benefit to the applicant and to Grand Valley State University. The providing of resources necessary for sabbatical leaves is a high priority for the University.

##### A. Eligibility.

By April 1 each year the Human Resources Office will provide the academic deans with the names of the faculty members eligible to apply during the Fall semester. The deans then send a notice to each eligible person as a reminder, offering assistance in refining plans and indicating sources of relevant information.

Subject to the provisions listed below (Section H), sabbatical leave may be granted after six consecutive years of ~~full-time~~<sup>1</sup> service. Such leave may not be awarded to the same person more than once in seven years and leave time shall not be cumulative. Up to two years of ~~full-time~~<sup>1</sup> service ~~prior to serving in a tenure track faculty position, on a regular appointment with full faculty status,~~<sup>2</sup> at the rank of instructor or above, or its equivalent, at ~~GVSU or~~<sup>2</sup> other accredited institutions of higher education ~~may shall~~<sup>3</sup> count toward fulfillment of the eligibility period. ~~Upon receiving tenure, credit similar to that granted to full time, regular faculty who are entering from other institutions may be granted to those who served as full time visiting Grand Valley faculty at the rank of instructor or above and who moved into a tenure track faculty position without a break in Grand Valley service.~~<sup>2</sup> Only tenured Grand Valley faculty members are eligible to receive a sabbatical.

In computing consecutive years of service for the purpose of establishing eligibility, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence other than vacation leave and sick leave will not ordinarily be included but shall not be deemed an interruption of otherwise consecutive service.

In the case of the faculty member on leave from a faculty position to hold an administrative position ~~at Grand Valley~~<sup>4</sup>, time on leave from the faculty position in the administrative position ~~may will~~<sup>5</sup> be counted toward sabbatical eligibility, ~~1) if a faculty member returns to the faculty position, 2) if the faculty member's unit and Dean so recommend, and 3) if the Provost approves~~<sup>5</sup>.

~~If a current full-time faculty member previously served part time, then his/her sabbatical will be delayed until the equivalent of six years of full-time service has been accrued. A part-time faculty member is eligible for a sabbatical after six years of service at or above his/her current appointment rate; a part-time faculty member will receive his/her current appointment rate while on sabbatical.~~<sup>6</sup>

Because sabbaticals have profound staffing and personnel implications for colleges, recommendations for approval by the Provost should be made within the colleges, using the processes and criteria specified in the Administrative Manual for personnel decisions.

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## **Rationale**

In the process of evaluating policies related to part-time faculty it became clear that currently part-time faculty do not technically earn time toward sabbatical. In practice they often do especially in cases where the faculty member only served part-time for a few years. We think part-time faculty should earn time toward sabbatical and that the policy should be official and applied uniformly. We also think it is important that faculty serving part-time on a permanent basis be allowed the opportunity to apply for sabbatical. Therefore we propose the above changes to the handbook.

Below are comments on the specific wording:

- <sup>1</sup> We omitted the term “full-time” to allow for part-time faculty.
- <sup>2</sup> We edited the sentence so that the proceeding sentence could be omitted to reduce the wording and add clarity.
- <sup>3</sup> We changed “shall” to “may” to be more consistent with the current practice where time toward tenure and eligibility toward sabbatical is negotiated during the hiring process.
- <sup>4</sup> We omitted “at Grand Valley” to allow flexibility; a faculty member may be temporarily appointed to a political office or serve with a government agency, in addition to administration at GVSU.
- <sup>5</sup> We changed “will” to “may” to allow negotiation and we removed the references to approval by the dean and provost because all sabbaticals are subject to approval of the dean and provost.
- <sup>6</sup> The paragraph was added to specifically address faculty serving part-time. The expectation is that faculty serving part-time on a permanent basis would receive payment while on sabbatical consistent with their appointment (1/2 time, 2/3 time, etc.). For faculty temporarily working part-time their sabbatical eligibility would be delayed until they have served the equivalent of 6 years of full time service (for example 4 years ½ time and 4 years full time).