

MEMORANDUM

TO: Figen Mekik, Chair, ECS/UAS

FROM: Robert (Bob) Hollister, Chair, FSBC

SUBJECT: Sabbatical Eligibility for Part-time Faculty

DATE: January 38, 2013

CC: Kurt Ellenberger, Chair Faculty Personnel Policies Committee; Lisa Surman Haight, Senate Assistant

Motion

The FSBC proposes that the Administrative Handbook language be changed to read as follows:

ADMINISTRATIVE MANUAL 2.3.4

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 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 service, on a regular appointment with full faculty status, at the rank of instructor or above, or its equivalent, at other accredited institutions of higher education shall 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. Only tenured Grand Valley faculty members are eligible to receive a sabbatical.

Sabbatical leave may also be granted after six consecutive years of part-time service. A tenured faculty member on an appointment of 50-100% is eligible for a sabbatical, but at a proportional rate of pay (based on the average percentage of FTE appointment over the last six years).

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, time on leave from the faculty position in the administrative position will 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.

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.

Rationale

As part of FSBC's charge, we are required to evaluate faculty compensation and benefits. In the process of evaluating policies related to part-time faculty it became clear that currently part-time faculty do not earn time toward sabbatical. We think they should. There are very few faculty that serve part-time that are not on phased retirement (phased retirement does not generally count toward sabbatical as spelled out in the contract defining the phased retirement). Therefore the costs of this policy change is minimal (we anticipate less than 5 cases per decade under current scenarios). Yet for the few faculty that this policy may impact, having the opportunity to do a sabbatical is very significant. Furthermore, we think it is good policy to allow tenured part-time faculty the same opportunities as tenured full time faculty to enhance their professional growth and development through the sabbatical process. For the record, we did consider allowing part-time service to count partially toward the time to sabbatical but believed it problematic to ask faculty to wait up to twice as long as full time faculty and then pay them at a rate greater than they would normally receive.