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8 **POLICY RECOMMENDATION**
9 **Amendment A to University Policy F08-4,**
10 **Sabbatical Policy**

11 **Amends:** University Policy [F08-4](#), Sabbatical Policy.
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13 **Whereas:** Sabbatical leaves benefit the University, its students, and its programs through
14 the professional development of its faculty as teachers and scholars; and
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16 **Whereas:** Sabbatical applications merit thoughtful consideration at all levels of review; and
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18 **Whereas:** Consultation with the President of SJSU indicates a need for the option of them
19 designating an appropriate administrator to share the workload of reviewing
20 sabbatical applications; and
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22 **Resolved:** That University Policy F08-4 be amended as follows:
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24 **Section IV, Procedures, Item B. Calendar**

25 The President, in consultation with Faculty Affairs **Services**, shall establish the annual
26 sabbatical application and response deadlines for the following: (a) submission by the
27 applicant, (b) review by the Chair of the Department/Unit, (c) review by the
28 College/Unit Professional Leaves Committee, (d) review by the Dean, (e) review by
29 the University Sabbatical Leaves Committee (USLC), a 7-day response opportunity
30 from the candidate at each stage of the process, and (f) a final decision by the
31 President **or their designee**.
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33 **Section IV, Procedures, Item C. Levels of Review**

34 Sabbatical proposals shall be reviewed at the following levels: Department
35 Chair/School Director, College/General Unit Professional Leaves Committee, Dean,
36 and University Sabbatical Leaves Committee (USLC). Following the submission of
37 the sabbatical request to the Chair, the Chair shall write a statement according to the
38 criteria listed in VI.A.1 below. The Chair's statement shall be provided to the
39 College/General Unit Professional Leaves Committee and Dean, with a copy to the
40 applicant, who has seven calendar days to respond in writing to the College Dean
41 with a copy to the Chair. The College/Unit Professional Leaves Committee shall
42 evaluate and rank order individual applications submitted by faculty members in their
43 College/Unit according to the criteria listed in Section III above, and consistent with
44 the current Collective Bargaining Agreement. A copy of the evaluation and
45 recommendation shall be provided to the applicant, who has seven calendar days to
46 respond to the Dean, with a copy to the Department Chair. Following his/her review

47 and recommendation, consistent with VI.A.4, the Dean shall submit each application,
48 the recommendations of the Department/unit's Chair, the College/General Unit
49 Professional Leave Committee, and any responses from the candidate, to the
50 University Sabbatical Leaves Committee for review(USLC). The USLC shall review all
51 materials provided and shall evaluate and rank order individual applications from all
52 the Colleges and the General Unit according to the criteria listed in III above, and
53 consistent with the current Collective Bargaining Agreement. A copy of the evaluation
54 from the USLC shall be provided to the applicant who has seven calendar days to
55 respond to the Office of Faculty Affairs **Services**, with a copy to the Department Chair
56 and the Dean/appropriate administrator. The USLC shall forward all sabbatical
57 materials to the Office of Faculty Affairs **Services** for review and final decision by the
58 President **or their designee**.

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60 **Section VII. Final Decision by the President**

61 The President **or their designee**, after considering all prior recommendations and any
62 responses from the applicant, shall notify each applicant of the final status of the
63 application. Such notification shall include in writing the reasons for approval or
64 denial, and any conditions of the leave. A copy of this notice shall be provided to the
65 applicant's Department Chair, Dean, College/Unit Professional Leaves Committee,
66 and University Sabbatical Leaves Committee (USLC).

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68 ***Rationale for the Recommendation:***

69 The question has been raised as to whether or not the President may appoint a designee to review
70 and/or make final decisions on sabbatical applications. The amendment to University Policy F08-4
71 proposed herein will better clarify what is already permitted for sabbatical applications reviews.

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73 In our investigations of this question, the members of O&G noted that Article 2 (Definitions) Section
74 2.18 of the [Collective Bargaining Agreement \(CBA\)](#) states that, as used within the text of the CBA,
75 the term "President," "refers to the chief executive officer of a University or college or his/her
76 designee." We interpret this to confirm that the President does indeed have the authority to appoint
77 a designee (an "appropriate administrator," in the language of the CBA) for the review of sabbatical
78 applications.

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80 Adding this language (the President "or their designee") into the sabbatical policy provides needed
81 clarification for all current and future readers of the policy.

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83 **Approved:** Feb 21, 2022

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85 **Vote:** 10-0-0

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87 **Present:** Andreopoulos, Baur, Hart, Higgins, Jochim, Kataoka, Muñoz-Muñoz, Sandoval-Rios,
88 Tian, Zhao

89
90 **Absent:** Millora

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92 **Financial impact:** None anticipated.

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94 **Workload impact:** None anticipated.