

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

Amendment A to University Policy F08-4, Sabbatical Policy

Legislative History:

At its meeting of March 21, 2022, the Academic Senate approved the following Policy Recommendation presented by Senator Hart for the Organization and Government Committee. University Policy [F08-4](#) was approved and signed by President Jon Whitmore on December 23, 2008. Amendment A to University Policy F08-4 is as follows:

Action by University President:

**Approved and signed by Interim
President Steve Perez on April 13,
2022.**

Whereas: Sabbatical leaves benefit the University, its students, and its programs through the professional development of its faculty as teachers and scholars; and

Whereas: Sabbatical applications merit thoughtful consideration at all levels of review; and

Whereas: Consultation with the President of SJSU indicates a need for the option of them designating an appropriate administrator to share the workload of reviewing sabbatical applications; and

Resolved: That University Policy F08-4 be amended as follows:

Section IV, Procedures, Item B. Calendar

The President, in consultation with Faculty Services, shall establish the annual sabbatical application and response deadlines for the following: (a) submission by the applicant, (b) review by the Chair of the Department/Unit, (c) review by the College/Unit Professional Leaves Committee, (d) review by the Dean, (e) review by the University Sabbatical Leaves Committee (USLC), a 7-day response opportunity from the candidate at each stage of the process, and (f) a final decision by the President or their designee.

Section IV, Procedures, Item C. Levels of Review

Sabbatical proposals shall be reviewed at the following levels: Department Chair/School Director, College/General Unit Professional Leaves Committee, Dean, and University Sabbatical Leaves Committee (USLC). Following the submission of the sabbatical request to the Chair, the Chair shall write a statement according to the criteria listed in VI.A.1 below. The Chair's statement shall be provided to the College/General Unit Professional Leaves Committee and Dean, with a copy to the applicant, who has seven calendar days to respond in writing to the College Dean with a copy to the Chair. The College/Unit Professional Leaves Committee shall evaluate and rank order individual applications submitted by faculty members in their College/Unit according to the criteria listed in Section III above, and consistent with the current Collective Bargaining Agreement. A copy of the evaluation and recommendation shall be provided to the applicant, who has seven calendar days to respond to the Dean, with a copy to the Department Chair. Following his/her review and recommendation, consistent with VI.A.4, the Dean shall submit each application, the recommendations of the Department/unit's Chair, the College/General Unit Professional Leave Committee, and any responses from the candidate, to the University Sabbatical Leaves Committee for review (USLC). The USLC shall review all materials provided and shall evaluate and rank order individual applications from all the Colleges and the General Unit according to the criteria listed in III above, and consistent with the current Collective Bargaining Agreement. A copy of the evaluation from the USLC shall be provided to the applicant who has seven calendar days to respond to the Office of Faculty Services, with a copy to the Department Chair and the Dean/appropriate administrator. The USLC shall forward all sabbatical materials to the Office of Faculty Services for review and final decision by the President or their designee.

Section VII. Final Decision by the President

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

Rationale for the Recommendation:

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

In our investigations of this question, the members of O&G noted that Article 2 (Definitions) Section 2.18 of the [Collective Bargaining Agreement \(CBA\)](#) states that, as used within the text of the CBA, the term "President," "refers to the chief executive officer of a University or college or his/her designee." We interpret this to confirm that

the President does indeed have the authority to appoint a designee (an “appropriate administrator,” in the language of the CBA) for the review of sabbatical applications.

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

Approved: Feb 21, 2022

Vote: 10-0-0

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

Absent: Millora

Financial impact: None anticipated.

Workload impact: None anticipated.