

ARTICLE 16 – SABBATICAL

16.1 Purpose. The purposes of sabbatical leave are to enhance the University educational environment and to promote the professional development of eligible faculty members by affording opportunities for sustained periods of concentrated scholarship free from regular on-campus obligations. The University and the individual faculty member share joint responsibility to ensure the effective use of sabbatical leave to achieve these purposes. Sabbaticals are granted at the sole discretion of the University for the purpose of providing opportunities for scholarship, to enhance teaching effectiveness, broaden fields of competency, or acquire other valuable professional experience. The University recognizes that the granting of sabbatical leave is an important part of the development of faculty and the enhancement of the mission of the University. The University acknowledges its responsibility regarding resources and support necessary to assure opportunities for sabbatical leave for eligible faculty as set forth in RCW 28B.10.650. Sabbatical leave may be granted for any of the following purposes:

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16.1.1 Scholarship

16.1.2 Travel with a definite academic or cultural purpose of value to the university

16.1.3 Advanced academic studies with a definite academic or cultural purpose of value to the university.

16.2 Duties of Sabbatical Committee. There will be a five (5) person sabbatical leave committee, constituted of tenured faculty members, selected by the Provost from a list created by the Union. Each committee member will serve a three (3) year term, with two (2) or three (3) (depending on the year) members being replaced each year, so as to insure a continuance of policy application. The Union will provide, to the office of the Provost, at least two (2) names for each open position. The membership of the committee shall be fairly and broadly representative of the colleges. The Sabbatical Leave Committee shall have the following duties:

16.2.1 To select its own chair.

16.2.2 To receive applications through the Office of the Provost.

16.2.3 To evaluate applications and decide upon the eligibility of candidates, evaluating plans based on the following criteria:

- (a) Academic or scholarly significance
- (b) Soundness of design, procedure, or operational plan, including clear objectives
- (c) Relationship of the planned activity to the individual's area of study
- (d) Expected outcomes and dissemination of results

- (e) Evaluation of applicant's ability to achieve the goals of the proposal
 - (f) Value of the project in terms of benefit to the institution upon the applicant's return from sabbatical leave
- 16.2.4 To present a list of acceptable applications to the Provost for consideration including an assessment of the strength and weakness of those applications.
- 16.2.5 To provide suggestions to unsuccessful applicants about ways to improve their applications in the future.
- 16.2.6 To consider changes in plans of successful applicants if requested by the applicant.
- 16.3 Eligibility. Tenured faculty will be considered eligible for sabbatical leave if they have been employed by the University for the equivalent of at least six (6) consecutive full-time academic years or have been employed by the University for an equivalent of at least six (6) consecutive full-time academic years since their last sabbatical leave.
- 16.3.1 Faculty on administrative re-assignment or on approved paid leave will accrue time toward eligibility for sabbatical leave at the same rate as active faculty. With prior approval from the Provost, time spent on unpaid leave may be counted towards eligibility for sabbatical leave where the unpaid leave was used to perform functions equivalent to a faculty member's normal scholarly responsibilities.
- 16.4 Special Conditions. The following special conditions or provisions shall relate to sabbatical leave:
- 16.4.1 Sabbatical leave will be awarded in accordance with the provisions of RCW 28B.10.650 – Remunerated sabbatical leave for faculty members of an institution of higher education.
- 16.4.2 While a sabbatical leave may be granted for one (1), two (2) or three (3) quarters, the leave must normally be taken in consecutive quarters of the same academic year.
- 16.4.3 Upon a faculty member's return from sabbatical leave, the University shall provide the same employment status and conditions as those enjoyed prior to the sabbatical leave, except in the case of program/department restructuring or elimination. In such cases, every effort will be made to provide similar employment status and conditions.
- 16.4.4 The granting of any sabbatical leave shall be contingent upon a signed contractual agreement between the University and the faculty member providing that the faculty member shall return to the University following completion of such leave and shall serve in a professional status for a period

equal to the amount of leave granted. Failure to comply with the provisions of the sabbatical leave agreement shall constitute an obligation of the faculty member to repay the University all remuneration received from the University during the leave.

- 16.4.5 All adjustments to salaries granted during the period faculty members are on sabbatical leave shall be applied to their salaries as the salary adjustments occur.
- 16.4.6 The period of sabbatical leave shall be counted as a period of employment by the University.
- 16.4.7 Sabbatical leave, once granted by the University, is for a specific purpose, and any changes in plans must be re-evaluated and approved in writing through an amendment to the contractual agreement signed by the University and the faculty member.
- 16.5 Application. The application for sabbatical leave shall be filed by the candidate with the chair, or principal administrator for those not assigned in a department, before October 7 of the fall quarter preceding the academic year in which the candidate desires such leave.
- 16.5.1 The application will include:
- (a) Assurance of compliance to the special conditions outlined in this Article.
 - (b) General information including, name department, rank, date of initial service with the University, length of leave desired, a project description, and dates of previous sabbatical leaves.
 - (c) A list of foundations, institutions or other organizations with which the applicant will be affiliated during the sabbatical leave, if applicable.
 - (d) A complete listing of grants and stipends other than those granted by the University which will be available to the applicant during the time of sabbatical leave.
 - (e) If travel is included in the sabbatical leave, the need must be justified in terms of the proposed project or plan for study.
 - (f) A complete professional CV listing appropriate research, scholarly or artistic achievements and activities.
 - (g) Supporting letters from faculty members or other appropriate individuals not necessarily associated with the University should be submitted when appropriate.

- (h) A statement regarding the value of the applicant's project in terms of benefit to the University upon return from sabbatical leave.
 - (i) Planned or anticipated non-University administered compensation that might create a conflict of interest must be identified and outlined as part of the sabbatical request.
- 16.5.2 The chair or principal administrator shall forward the application with his/her written recommendation, including an evaluation of merits of the proposal and benefits the proposal could provide the faculty member and programs offered in the Department, to the appropriate dean on or before October 20 of the fall quarter preceding the academic year in which the candidate desires such leave. The chair shall also include a recommendation on how the workload of the department could be met if the leave is granted. The dean will forward the application with their recommendation and the chair's recommendation to the Office of the Provost on or before November 7 of the fall quarter preceding the academic year in which the candidate desires such leave. The office of the Provost will forward the entire application to the Sabbatical Leave Committee.
- 16.6 Reports. The faculty member is responsible for submitting an electronic summary report of the use of the sabbatical leave to the Office of the Provost within two (2) months after the faculty member's return to the University. Copies will be forwarded electronically by the Provost to the Board of Trustees for review. The report will summarize the work completed, the work in progress and how the experience and the new knowledge will be utilized in the faculty member's assignment at the University and will also be submitted in the first performance review following the submission of the sabbatical report.
- 16.6.1 Faculty members who fail to submit the report required by this Article, following a reasonable reminder to do so, will be required to repay the University any remuneration received from the University during the leave.
- 16.7 Final recommendations regarding candidates for sabbatical leave made by the Office of the Provost shall be presented to the Board of Trustees for final approval.
- 16.8 While on sabbatical for two or three quarters, faculty shall receive seventy-five (75%) percent of the salary they would receive if they remained engaged in their usual duties. While on sabbatical for one quarter, faculty shall receive 100% of the salary they would receive if they remained engaged in their usual duties. While on sabbatical, faculty are not eligible for remuneration for additional assignments with the University.
- 16.9 Consistent with the obligations of Article 12 – Conflicts of Interest, faculty members on sabbatical leave may earn salary in excess of their University-provided sabbatical or regular salary. However, the acceptance of such funding shall not carry with it duties or obligations that hinder the pursuit of the purposes for which the sabbatical was granted.