ALL CHANGES RECOMMENDED BY THIS RESOLUTION ARE REQUIRED BY THE UNIT 3 MEMORANDUM OF UNDERSTANDING

Adopted: April 13, 1993

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

Background Statement: The university Leave with Pay Guidelines was last revised in 1988. Since that time, a CFA/CSU contract has been ratified that has made de facto changes in the "rules" for such leaves. The University Professional Leave Committee (UPLC) has for at least the past three years been operating on its own interpretation of these changed rules. For instance, the UPLC no longer ranks or otherwise prioritizes leave applications on a university-wide basis but merely recommends approval or denial of the leaves to the Vice President of Academic Affairs. This non-prioritization has come about at least in part because leaves are no longer "funded", and the colleges/departments must find the funds to replace faculty on leave, or otherwise modify course offerings, if leaves are granted. Such a situation makes it imperative that prioritization, and solutions to funding/staffing problems associated with a proposed leave, should occur primarily at the department level. The UPLC feels that all leave applications that are forwarded to a higher level with departmental endorsement, and are then recommended for approval on their merits by the Collegewide Professional Leave Committees (CPLO/Library Professional Leave Committee (LPLC) and the deans, should be granted, and therefore the CPLC/LPLC also should not rank-order applications that it recommends for approval. The deans retain the right to recommend that a leave be deferred, but not denied, for budgetary reasons, or to recommend disapproval of a leave application on its merits. The major roles for the UPLC then become only: (1) to see that college/library and university guidelines have been followed in recommending approval or denial of a leave application; and (2) to "arbitrate" when the CPLC/LPLC and the dean's recommendations differ. Proposed revisions to the university Leave with Pay Guidelines have therefore been prepared by the UPLC and the Personnel Policies Committee. Approval of these revised guidelines will bring consistency to the leave-with-pay process at all levels of review.

AS-401-93/PPC
RESOLUTION ON
REVISION OF UNIVERSITY LEAVE WITH PAY GUIDELINES

WHEREAS, The university Leave with Pay Guidelines have not been revised since 1988, and

WHEREAS, An MOU ratified since 1988 has made significant changes in the sabbatical leave process, particularly in the way such leaves are funded, and

WHEREAS, Prioritization of leave applications has now become primarily a department rather than college/library or university-wide responsibility as in the past; therefore, be it

RESOLVED: That the attached university Leave with Pay Guidelines be adopted.

Proposed By: The Personnel Policies Committee
March 30, 1993
LEAVE WITH PAY GUIDELINES

General Principles

A. Purpose:
Leaves of absence with pay may be granted faculty members for purposes of research, study, creative activity, service, or travel appropriate to one’s positions at the university.

B. Eligibility:
1. Full-time faculty unit employees shall be eligible for either a sabbatical leave or a difference-in-pay leave if he/she has served full time for six (6) years in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference-in-pay leave. (MOU 27.2 and 28.4)

2. All eligible faculty whose leave applications are judged to have merit by their departments and by their college/library professional leave committees, and which meet college and university criteria, should be granted leaves with pay. Recognizing that such leaves with pay, however meritorious, can have a negative impact on budget and staffing, leave applications, shall be prioritized at the department level. It is also important, therefore, that the department head/chair’s recommendations regarding a leave application state clearly whether the department has adequate resources to replace a faculty member, and whether such a leave, if approved, would cause an undue hardship on the department’s ability to offer its program.

College-wide Professional Leave Committees (CPLC)

A. Membership:
One member shall be elected from each department by tenured and probationary faculty from that department. Eligible faculty for membership are tenured, not on the University Professional Leave Committee (UPLC), and not applying for a leave with pay.

Once elected, members of the committee serve two-year terms with one-half of the members being elected in even years and the other half in odd years each year.
B. Committee Chair:
   1. The committee chair must be a member of the CPLC and shall be elected by the members of the CPLC.
   2. The chair is responsible for forwarding the college procedures and criteria to the UPLC.
   3. The chair is responsible for forwarding the applications and CPLC recommendations to the dean.

C. Committee Functions:
   1. Review and/or recommend college leave with pay procedures and criteria.
   2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.
   3. Sabbatical and difference-in-pay applications that do not meet established University and college guidelines should be given a negative recommendation.
   4. Recommend a priority ranking to the dean to the dean approval or denial of the application based on college procedures and criteria.

   5. The CPLC must clearly state in its report to the dean its reasons for recommending denial of an application.

Library Professional Leave Committee (LPLC)

A. Membership:
   Eligible librarians for membership are tenured, not on the UPLC, and not applying for a leave with pay.

   Once elected, members of the committee serve two-year terms with one-half of the members being elected in even years and the other half in odd years each year.

B. Committee Chair:
   1. The committee chair must be a member of the LPLC and shall be elected by the members of the LPLC.
   2. The chair is responsible for forwarding the library procedures and criteria to the UPLC.
   3. The chair is responsible for forwarding the applications and LPLC recommendations to the dean of library services.
C. Committee Functions:
   1. Review and/or recommend library leave with pay procedures and criteria.

   2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.

   3. Sabbatical and difference-in-pay applications that do not meet established University and library guidelines should be given a negative recommendation.

   4. Recommend a priority ranking to the dean of library services to the dean approval or denial of applications based on library procedures and criteria.

   5. The LPLC must clearly state in its report to the dean its reasons for recommending denial of any application.

**University Professional Leave Committee (UPLC)**

The UPLC shall be considered the Professional Leave Committee, as referenced in MOU 27.5.

A. Membership:
   1. One member shall be elected from each college and the library by tenured and probationary faculty unit employees from the college and library, respectively:
      a. Eligible faculty Faculty eligible for membership are tenured, not on a CPLC or the LPLC, and not applying for a leave with pay.
      b. The term of office of each elected member of the UPLC shall be two years.
      c. The representatives of the Colleges of Agriculture, Business, and Engineering shall be elected in the spring of odd-numbered calendar years.
      d. The representatives of the library and of the Colleges of Architecture and Environmental Design, Liberal Arts, and Science and Mathematics shall be elected in the spring of even-numbered years.

B. Committee Chair:
   1. The chair must be a member of the UPLC and shall be elected annually by the members of the UPLC.

   2. The chair shall be responsible for forwarding recommended UPLC procedures and criteria, leave with pay applications, and priority ranking to the Vice President for Academic Affairs.
C. Functions:
   1. Recommend to the Vice President for Academic Affairs, after approval by the Academic Senate, changes in procedures and criteria and ranking for leave with pay applications.

   2. Recommend changes in leave with pay application response deadlines to the Vice President for Academic Affairs after approval of the Academic Senate.

   3. Review college/library leave with pay procedures and criteria for compliance with MOU and university guidelines. Recommended changes shall be directed to the appropriate administrator with a copy to the Vice President for Academic Affairs.

   4. Review all candidates’ applications and the prioritization recommendations by college/library professional leave committees and deans to ensure compliance with approved guidelines and quality of applications; inform the Vice President for Academic Affairs of any apparent inequities in those rankings problems concerning those recommendation; and make its own recommendations based on its findings.

   5. Make ad hoc recommendations concerning the filling of such unused sabbatical leave vacancies which occur after the initial awarding.

D. Criteria:
The UPLC shall evaluate each application for a leave with pay in accordance with the criteria established by and for the appropriate CPLC or LPLC.

E. General Characteristics:
The following general characteristics are expected in proposals for a leave with pay or with a sabbatical or difference-in-pay leave:
   1. An abstract or summary of the proposal.

   2. A detailed outline of the proposed plan of study, research, or creative activity.

   3. Supporting documentation from universities, employers, or institutions that might be sponsoring the project (if appropriate).

   4. Annotated literature search indicating the need for the project (if appropriate).

   5. A statement of the benefits that will accrue to the university, to the candidate’s profession, and/or to the student.
6. A statement of the probability of completion of the proposed project. This should include a statement of:
   a. The feasibility of the proposal;
   b. The applicant's background in relation to the proposal;
   c. The amount of preparation for the leave as evidenced by advanced study or research (if appropriate).

7. A statement of the urgency of the proposed leave in terms of its benefit to the university.

8. A current resume or curriculum vitae.

F. Procedures:
   1. Each member of the UPLC shall individually and separately review the professional leave applications, which shall be kept in the Faculty Affairs Office.

   2. Each member of the UPLC shall make such notes as will be adequate to enable him/her to make comparative judgments on the relative merits of the applications for leaves with pay.

   3. After each UPLC member has been allowed sufficient time to examine the professional leave applications, the UPLC shall meet in plenary session to discuss the relative merits of the proposals.

   4. The UPLC shall adhere to established quotas by college (library), **recommend approval of a minimum number of sabbatical leaves** based on the number of faculty eligible **MOU provisions**.

   a. An initial target allocation of sabbatical leaves will be distributed to each college/library based on the proportion of eligible faculty in the respective area and with a minimum of at least one sabbatical leave in each college/library.

   ab. The number of sabbatical leaves allocated to the university **recommended for approval** will be distributed on an equitable basis among the college and the library.

   bc. **Guidelines for distributing sabbatical leaves include an initial distribution of one professional leave to each college and the library; with the balance of the allocation to be distributed according to the ratio of eligible faculty members in the respective colleges and the library to the total eligible faculty in the university. The number approved will not be fewer than those granted in 1991-92, provided sufficient applications are submitted that meet college/library criteria (MOU 27.10b and d).**
e. In the event sufficient applications are not received by any college or the library, the UPLC will recommend a redistribution of the unfilled leaves to the other colleges (and/or the library) after considering an equitable distribution in accord with the past practice.

d. In the event of actual university quota of fundable leaves is less than the projected quota initially used the UPLC shall compute the revised college quotas.

e. The UPLC shall annually review the rounding off of fractions of leaves allocated to the various colleges and the library and use this information to establish an equitable allocation pattern over a period of years.

5. The UPLC shall examine the college wide rankings recommendations of the colleges/library to:

   a. Verify that proper college procedures and criteria were used for evaluation were used.

   b. Identify any apparent inequities in college rankings problems concerning approval or denial because of failure to use follow proper procedures and/or criteria at the college/library level;

   c. Identify any apparent deficiencies of applications in one or more of the general characteristics enumerated in E.1-E.7 above.

6. If an application is found deficient in one or more of the general characteristics enumerated in E.1-E.7 or if additional information is desired by the committee, the chair of the UPLC shall request the information from the chair of the appropriate CPLC or from the LPLC.

   If the information requested is not provided, the UPLC shall include in its report to the Vice President for Academic Affairs a statement of the apparent deficiency.

7. If the UPLC determines that an apparent inequity problem exists in the rankings concerning the recommendations of a CPLC, or the LPLC, or dean, the chair of the UPLC shall report the apparent ranking inequity problem to the appropriate dean of the appropriate college (or to the dean of library services) and to the chair of the appropriate CPLC (LPLC) CPLC/LPLC.

8. In a conference of three, the chair of the UPLC, the dean (dean of library services) and the chair of the CPLC (LPLC) the chair of the CPLC/LPLC, and the dean shall either affirm the ranking recommendation of the CPLC (LPLC) CPLC/LPLC and/or dean or shall put forth agree upon a revised list recommendation.
9. The UPLC shall not provide an "a priori" university wide ranking. Rather, it shall make ad hoc recommendations concerning the filling of leaves with pay to fill such vacancies as may exist after the approval process has been completed.

   a. If a faculty member granted a leave subsequently withdraws his/her application, the dean shall may recommend another candidate after reconsidering the highest alternates on the priority lists submitted by the college (library) whose applications were previously recommended for approval by the department and the CPLC/LPLC but were subsequently deferred, or denied based on campus program needs or for budgetary reasons.

   b. If the vacancy cannot be filled from among the remaining applicants of the college (library) involved, the UPLC shall recommend candidate(s) after considering Item F.4.e. above.

      If there are no other applicants from the college/library where a vacancy exists, a candidate from one of the other colleges/library whose application was similarly deferred or denied may be considered by the Vice President for Academic Affairs.

10. Requests by an applicant for a change from a difference-in-pay leave to a sabbatical leave may not be made after the professional leave applications have been forwarded to the UPLC (in early January).

11. Postponements from one academic year to a subsequent academic year shall not be authorized. This would allow the postponement of a leave from one quarter to another quarter within the same academic year, which is not uncommon and allows faculty some flexibility between the time of their initial application and the commencement of that leave.

      An applicant whose leave is approved for one or two quarters may reschedule his/her leave for a different time within the same academic year. This allows the faculty some flexibility between the time of their initial application and the commencement of that leave.

12. Deferral of an approved leave from one academic year to the next can only be authorized by a dean and the Vice President for Academic Affairs, and usually only because of budget/staffing problems that might arise if the leave were granted in the academic year for which it was originally requested.
### CALENDAR FOR PROCESSING PROFESSIONAL LEAVE APPLICATIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 15</td>
<td>Leave with pay eligibility lists, target allocations, are distributed and deadlines are announced distributed by the Faculty Affairs Office to the deans and department heads/chairs. Department heads/chairs, notify eligible employees of eligibility and deadlines.</td>
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<tr>
<td>November 1</td>
<td>Candidates are responsible for submitting applications for leaves with pay to department heads.</td>
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<tr>
<td>November 9</td>
<td>Applications are forwarded to CPLCs/LPLC via the deans with department head/chair’s recommendations following consultation with the departmental faculty. The department shall provide a statement to the appropriate administrator and to the CPLP/LPLC regarding the quality of the proposed leave project and the possible effect on the curriculum and the operation resources of the department should the employee be granted a leave with pay (MOU 27.6 and 28.8)</td>
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<tr>
<td>November 15</td>
<td>Applications are forwarded to the CPLCs/LPLC by the deans.</td>
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<tr>
<td>Wednesday</td>
<td>CPLCs and the LPLC shall complete their review of applications and interview all leave with pay candidates on or before this date.</td>
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<tr>
<td>Fall Quarter Finals Week</td>
<td>Priority lists recommended by Recommendations of the CPLCs/LPLC are Fall forwarded to the deans.</td>
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<tr>
<td>January 10</td>
<td>Deans forward a copy of their recommendation, and priority lists, the CPLC’s/LPLC recommendations, department head/chair’s recommendations all applications, and a report of the criteria and procedures followed in the recommendation process to the UPLC via the Vice President for Academic Affairs.</td>
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<tr>
<td>Jan 11/Feb 14</td>
<td>UPLC reviews college/library procedures and criteria for compliance, reviews applications, and develops a priority ranking of all applicants. Forwards it Recommendations on priority are forwarded to the Vice President for Academic Affairs by February 14.</td>
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<tr>
<td>February 25</td>
<td>The Vice President for Academic Affairs notifies applicants of action final decision on applications. Such actions are subject to fiscal appropriations which are proposed for inclusion in the budget.</td>
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<tr>
<td>Feb 25/Mar 25</td>
<td>UPLC recommends changes in college/library procedures and criteria to the Vice President for Academic Affairs with a copy to the appropriate dean. The UPLC recommends to the Chair of the Academic Senate and to the Vice President for Academic Affairs any changes in its procedures, criteria, or the “Calendar for Processing Professional Leave Applications.”</td>
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Whenever one of the above dates falls on a weekend or academic holiday, that deadline is extended to the next regularly scheduled academic workday.
State of California
MEMORANDUM

To: Jack Wilson, Chair
   Academic Senate

From: Warren J. Baker
   President

Date: May 27, 1993

Subject: Academic Senate Resolutions:
AS-400-93/PPC (Selection of a
   Campus Representative to the Academic Council on
   International Programs)
AS-401-93/PPC (Revision of University
   Leave with Pay Guidelines)
AS-403-93/PE (Department Name Change for Physical
   Education Department)
AS-405-93/GE&B (Double Counting of General Education
   and Breadth Courses)

The above subject resolutions recently passed by the Academic Senate are hereby approved.

With regard to the name change of the Physical Education Department, the Academic Deans’
Council has also endorsed the name change, and the Department will be known as the Physical
Education and Kinesiology Department effective July 1, 1993.