I. Approval of Minutes

II. Unfinished Business:
   A. Academic Dean Evaluation - Alberti
   B. Sabbatical Leave Policy - Coyes (Attachment 1)
   C. Librarian Personnel Plan - Coyes (See Attachment 2, June 26 Agenda)

III. New Business:
   A. Appointments: - Campus Planning Committee
      - University-Wide General Education Committee
   B. Academic Senate Goals 1973-1974:
      1. Implement Administrator Evaluation
      2. Implement New Directions for Senate
         a. Newsletter
         b. Directions Committee Report
         c. Improved Recognition for Senate and Committee Activity
      3. Advance Affirmative Action Program
      4. Define Faculty Role in Academic Advisement

IV. Announcements
   A. Next meeting
Memorandum

To: The Executive Committee, Academic Senate, CPSU

Date: June 6, 1973

From: Frank Voyes, Personnel Policies Committee

Subject: Sabbatical Leaves, Policies and Procedures

The following recommendations regarding Sabbatical Leaves are submitted with the suggestion that by considering and acting upon them this summer, procedures will be clarified and a greater degree of compliance to existing regulations can be achieved in the 1973-74 academic year. These recommendations resulted from a thorough review of current policies and procedures by the Personnel Policies Committee in communication with the Personnel Review Committee.

The Personnel Policies Committee believes that its recommendations will result in the production of criteria for evaluating leave applications by each of the various schools. The recommendations will also (1) clarify the now vaguely worded regulations regarding the composition of the school committees which do the evaluations, (2) help assure that deadlines are met, (3) provide a review of "rounding-off" procedures, (4) provide a procedure for leave re-allocation when there are fewer applicants than allocated leave slots in a school or schools and (5) in general tighten the implementation of existing procedures.

All pertinent CAM sections are included whether modified or not. Additions are indicated by underscorings and deletions by strikes.

(ATTACHMENT 1)
General Criteria and Procedures

A. There must be demonstrable benefits to the university program.

B. These benefits to the university must be more than temporary and the lowest priority will be given to applications from members whose employment is not expected to be continued for more than three years.

C. The number of concurrent leaves with or without pay per department is limited as follows:

<table>
<thead>
<tr>
<th>FTE Staff in Department</th>
<th>Number of Leaves</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - 10</td>
<td>1</td>
</tr>
<tr>
<td>11 - 20</td>
<td>2</td>
</tr>
<tr>
<td>21 - 30</td>
<td>3</td>
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<tr>
<td>31 - 40</td>
<td>4</td>
</tr>
<tr>
<td>41 - 50</td>
<td>5</td>
</tr>
<tr>
<td>51 - 60</td>
<td>6</td>
</tr>
</tbody>
</table>

D. Consideration also is given to:

1. Time limitations for benefit to the individual
2. Length of service at the University
Leaves with Pay

Leaves with pay may be granted to faculty members after completion of six consecutive academic years of full-time service for (1) one or more quarters not to exceed three quarters, with compensation equal to the difference in salary between that received by the faculty member on leave and the minimum salary of the junior instructor rank; (2) one quarter at full pay; (3) two quarters at three-fourths of full pay; or (4) three quarters at one-half of full pay.

Limitation of Leaves with Pay

None of the four types of leave with pay can be granted to applicants whose purpose is to accept full-time employment. There may be rare instances where up to half-time employment may actually contribute directly to the goal of the faculty member’s leave. However, the burden of proof is on the faculty member in any such exceptional circumstances to demonstrate the worth of such employment. A faculty member is not precluded from accepting any employment, but such employment must be minimal and purely incidental. This limitation applies to employment with any company, firm, college, public school system or agency or other organization, including positions in a foreign country under a foreign aid program.

General Principles

A. Purpose

Leaves of absence with pay may be granted faculty members for purposes of study, research, or travel which will so improve and update their capabilities that during future employment in the University such experience will substantially enhance their value to the University and the students thereof.

B. Retirement

The percentage of time for which a faculty member receives compensation during a leave of absence with pay determines the amount of service credited toward retirement. In no event shall the period of a leave with pay be construed as a break in the continuity of service required toward retirement, or toward any salary adjustment.

C. Continuity of Service

A leave without pay does not constitute a break in the continuity of service required to qualify for leave with pay. Under certain circumstances, the dean of a school may determine that the actual time while on a leave without pay (not more than one year) will count toward eligibility for leave with pay.

D. Reinstatement

At the expiration of his leave, a faculty member will be reinstated in the position held by him at the time of the granting of the leave of absence, unless he otherwise agrees.

E. General Eligibility

To be eligible to apply for and receive a leave of absence with pay, the faculty member must have served full time for six consecutive academic years. Not more than one such leave may be granted in each seven-year period.
F. Number on Leave

The dean of each school is responsible for assuring and certifying that the number of leaves granted in any one quarter or year is not so great in any one department or the school as to disrupt the continued and regular course offerings or to affect the quality of education offered to the students. The granting of leaves of absence shall not exceed existing appropriations available for such leaves.

G. Duration of Leaves

Leaves with pay may be granted for periods not to exceed three quarters to faculty members who meet the criteria established by law and by State University and Colleges regulations.

H. Compensation

Compensation to faculty members on leave of absence with pay will be paid in the same manner as if they were not on leave of absence.

I. Filing of Bond

Except as provided in "J" below, final approval of a leave of absence with pay will not be granted until the applicant has filed with the University a suitable bond indemnifying the State of California against loss in the event the faculty member fails to render one quarter of service for each quarter of leave in the State University and Colleges following his leave of absence. The bond shall be in the amount of the total salary computed to become due the faculty member during his leave of absence. The bond will be exonerated if the failure of the faculty member to return and render the requisite service is caused by his death, his physical or mental disability, or dismissal for cause.

J. Waiver of Bond

The obligation to file a bond may be waived by the President if he finds that the interests of the State will be protected by a written agreement of the faculty member to return to the service of the State University and Colleges as required above. Such agreement must be accompanied by a statement of attachable assets showing, to the satisfaction of the President, the faculty member's capacity to indemnify the State against loss in the event he fails, through fault of his own, to fulfill the agreement.

K. Extension of Leave of Absence

The President may grant a faculty member one leave of absence without pay, not to exceed one year, at any time following completion of a leave of absence with pay. Time spent on such leave of absence without pay shall not be credited toward the requisite service required following a leave of absence with pay.

L. Replacement

The dean of the school will appoint a full-time replacement or the equivalent part-time replacement for a faculty member granted a leave of absence with pay unless the dean determines that the workload is such that the duties of the position vacated can be absorbed wholly or in part by existing faculty. Appointment of a replacement may be as a lecturer or as a regular academic appointment. The nature of such appointment will be determined by the dean of the school in light of whether or not it appears that there will be a continuing need for the services of the individual serving as the replacement.

386.3 Leaves with Difference in Pay

A faculty member who has completed at least six consecutive academic years of full-time service is eligible to be granted a leave of absence for one or more quarters not to exceed three quarters with compensation equal to the difference in salary between that received by him and the minimum salary of the junior instructor rank for the leave period.
386.4 Leaves with One-half Pay, Three-fourths Pay, or Full Pay

A faculty member who has completed at least six consecutive academic years of full-time service is eligible to be granted a leave of absence for one quarter at full pay, two quarters at three-fourths of full pay, or three quarters at one-half of full pay.

386.5 Application Procedure for Leaves with Pay

A. Deadline

Any faculty member desiring a leave of absence with pay shall submit an application to his department head by October 20 of the college year preceding that in which he wishes to take a leave. The department head will evaluate the application and submit his recommendation to the dean of the school by November 1. In arriving at his recommendation, the department head will consult with the tenured members of the department faculty and the results will be presented in writing to accompany his recommendation.

B. Form of Application

The first two pages of the application shall be prepared in seven copies and provide the following information:

1. Name of applicant
2. Academic rank and class
3. Current monthly salary equivalent and annual salary
4. Appointment date with the University--month, day, year
5. Dates of last leave of absence with pay--from and through
6. Type of leave requested:
   a. One quarter at full pay
   b. Two quarters at three-fourths pay
   c. Three quarters at one-half pay
   d. One or more quarters not exceeding one year with compensation equal to the difference in pay between that to be received by the applicant while on leave and the minimum salary of the junior instructor rank
7. Effective dates of the proposed leave from--month, day, year; through--month, day, year
8. A detailed outline of the proposed plan of study, research, or travel and service to be performed during the period of the leave and a statement of the resulting benefits which will accrue to the University and its students
9. The applicant's background applicable to the proposed plan of study, research, or travel
10. Probability of completion of the proposed plan of study or research by the end of the leave period
11. Urgency of the proposed leave in terms of its contribution to the improvement of the institution and other direct benefits to the university's program
12. The nature, amount, and the source of anticipated supplemental support. Example: scholarship, fellowship, part-time teaching fellowship, research grant, employment
C. Criteria and Interviews

Each school dean in consultation with the school council shall prepare a list of criteria which shall be concerned with but not limited to the following guidelines:

1. Whether greater, equal or less value will be placed upon applications
   a. When the purpose is for meeting minimum standards established by the department for retention, tenure or promotion;
   b. When the purpose of leave is for (1) study, (2) research, (3) travel, or any combination of these;
   c. From faculty members who have had a previous sabbatical leave as compared to those applying for their first one.

2. The degree of consideration to be given to the factors of
   a. the length of service in the university of the applicant,
   b. the recency of other leaves, such as fellowships and grants through non-state funding or other leaves with pay,
   c. the recency of previous unsuccessful applications,
   d. a purpose which is more innovative than traditional, or
   e. a leave more beneficial to the university at large than to an individual school or department.

Each school dean will convene a sabbatical leave committee composed of teaching faculty. This committee will interview all leave applicants of that school as soon as practicable after the application deadline, and evaluate the applications considering the merits of their proposals and the school criteria.
The number of sabbatical leaves allocated to the University will be distributed on an equitable basis among the schools. Guidelines for distributing sabbatical leaves include an initial distribution of one sabbatical leave to each school, with the balance of the allocation to be distributed according to the ratio of eligible faculty members in the respective schools to the total eligible faculty in the University. Not later than October 20, the Director of Personnel Relations will determine, in consultation with the Director of Business Affairs, the projected number of sabbatical leaves for the following year which would be allocated to the respective schools under the guidelines, reporting the projection to the school deans, Academic Vice President, and Chairman of the Personnel Review Committee of the Academic Senate. He shall also publish the projection in Cal Poly Report. The school deans shall then provide those eligible schools with the projection figure and copies of the procedures and criteria utilized in establishing priority lists of candidates and alternates.

E. Recommendations

Following completion of all interviews, but not later than December 1, the committees which interviewed the candidates will forward their recommendations, via the respective school deans, to the Academic Vice President. The recommendations will list in priority all applicants from the school who are recommended for leave for a) one quarter at full pay, b) two quarters at three-fourths of full pay, c) three quarters at one-half of full pay, and d) one or more quarters not to exceed three quarters with compensation equal to the difference in salary between that received by the faculty member on leave and the minimum salary of the junior instructor rank.

Concurrent with transmission of the recommendations to the Academic Vice President, the school deans will forward a copy of the recommendations, and in addition a detailed report of the procedures and criteria followed in the recommendation process, to the Chairman of the Personnel Review Committee of the Academic Senate. The report of procedures followed in the recommendation process will include, but not be limited to:

1. The number and distribution by department of faculty eligible to apply for sabbatical leave
2. The number of applications received, including distribution of the applications among the departments
3. A review of the rounding off of fractions of leaves allocated to the various schools so that an equitable allocation pattern is established over a period of years
4. If any, a list of applicants not recommended
5. The composition and method of selection of the school committee which interviewed the applicants
6. A copy of each application
7. In the event sufficient applications are not received by any school, the Committee will recommend a redistribution of the unfilled leaves to the other schools after considering an equitable distribution in accordance with GM 386, item 3. If unfilled sabbatical leave slots are still available the committee will recommend candidate(s) after considering the criteria of the schools and the applications of the highest alternate on the priority lists submitted by the schools.
By December 10 the Chairman of the Personnel Review Committee of the Academic Senate will forward its review of the recommendation process to the University President and a copy to the Senate Chairman.

The report should not be concerned with particular priority rankings, recommendations for or against particular applicants, or recommendations of alternative rankings; rather it should determine whether a) established procedures were followed, b) sufficient information was included in applications to warrant recommendations, c) all relevant information was considered in the formulation of recommendations, and d) recommendations by the several school committees were internally consistent.

F. Calendar for Processing Sabbatical Leave Applications

1. October 20 - Applications submitted to department head.

2. October 20 - Projection by the Director of Personnel Relations of sabbatical leave positions to be allocated to the respective schools to the school deans, Academic Vice President, and Chairman of the Personnel Review Committee of the Academic Senate/Cal Poly Report.

3. November 1 - Applications submitted to the appropriate school dean with the department head's recommendation following consultation with tenured members of the department.

4. November 6 - Applications submitted to appropriate school committee with the school dean's recommendation; concurrently a list of names of all applicants and the dates of their applications from the school dean to the Personnel Review Committee.

5. November 6-30 - School committees interview applicants.

6. December 1 - Priority lists established by the school committees forwarded via the school deans to the Academic Vice President; concurrently, a copy of the priority lists and reports of the procedures followed in the recommendation process forwarded by the school deans to the Chairman of the Personnel Review Committee of the Academic Senate.

7. December 10 - Report on procedural review of the recommendation process by the Personnel Review Committee of the Academic Senate to the University President and to the Chairman of the Academic Senate.

8. January 5 - Academic Vice President notifies applicants of the President's action on their applications, such action subject to fiscal appropriations which are proposed for inclusion in the budget.

G. Applicant's Further Action

As soon as an applicant for a leave with pay has been notified that his application has been approved, he shall complete and submit items 10 and 11 on pages 3 and 4 of the "Application for Leave of Absence with Pay" to the Academic Vice President. (See Appendix VI.)

Special Leaves for Research or Creative Activity