

To: Members of the Faculty

From: Lawrence P. Frank, Provost

Date: August 31, 2011

Re: Sabbatical Leaves 2012-2013

On behalf of the President, I invite eligible bargaining unit faculty to submit an application for sabbatical leave during the academic year 2012-2013. Attached to this memo are:

- (1) The application form with instructions and calendar;
- (2) Sample sabbatical reporting form;
- (3) Article 19.02 of the Collective Bargaining Agreement between Northeastern Illinois University and the UPI Local 4100.

In 2012-2013, fifteen (15) sabbaticals may be granted to Northeastern Illinois University faculty. Of these, at least four (4) are to be two academic terms at half-pay.

Eligible faculty may apply by preparing **sixteen (16)** copies of the following:

- (1) The attached application form
- (2) Current resume or curriculum vita
- (3) A detailed proposal explaining the project to be undertaken during sabbatical leave.

Your **original application form and proposal** are first submitted to your Department Chair **AND fifteen (15)** copies are to be submitted to the Office of the Provost *on or prior* to **November 1, 2011**. Please note that material submitted will *not* be returned to the applicant. ***No applications will be accepted after November 1, 2011.***

All applications submitted by eligible faculty, including applications of faculty who were granted previous sabbaticals, will be considered by the Provost and the Advisory Committee on Faculty Awards and forwarded to the President for final review. Sabbatical leaves are granted at the discretion of the President.

Please note the instructions and calendar covering the application.

attachments

C: Department Chairs
Provost's Council
President's Council

SABBATICAL LEAVES 2012-2013

APPLICATION INSTRUCTIONS

The application, resume and sabbatical proposal are to be typed. The following guidelines are provided for preparing the proposal.

The purpose of the requested leave must relate clearly and significantly to one or more of the following categories:

1. Scholarly Research
2. Updating existing professional skills
3. Acquiring new professional skills

The proposal must be sufficiently detailed and documented to demonstrate that the proposed sabbatical plan is related to the academically acceptable purposes. The proposal must contain a clear statement of (a) the specific goals or objectives; (b) the methods of goal attainment; and (c) the manner in which the results of the proposed sabbatical will be shared with the academic community. Items (a), (b) and (c) will be the criteria used in making recommendations concerning the academic acceptability of the applications.

On or before:

- | | |
|-------------------|---|
| November 1, 2011 | Faculty submit one copy of the application, vita, and proposal to the department chairs AND fifteen copies to the Office of the Provost for review by the Advisory Committee on Faculty Awards. |
| November 4, 2011 | The Department Chair reviews the proposal, prepares recommendations, and forwards completed forms to the Dean or Unit Head. |
| November 11, 2011 | The Dean or Unit Head reviews the proposal, prepares recommendations, and forwards completed forms to the Provost. |
| November 14, 2011 | The Provost forwards copies of the proposal and Dean and Chair Recommendations to the Advisory Committee on Faculty Awards. |
| December 9, 2011 | The Advisory Committee on Faculty Awards forwards recommendations for sabbatical leave to the Provost. |
| December 16, 2011 | The Provost reviews the proposal and all recommendations and forwards the proposals with recommendations to the President. |
| January 13, 2012 | The President reviews the proposals and makes final decisions. |

SABBATICAL LEAVE APPLICATION

2012-2013

Name _____

Time of Leave Requested:

Department _____

Fall Semester, 2012 _____ full
pay

Rank _____

Spring Semester, 2013 _____ full
pay

Fall/Spring Semesters, 2012-
2013 _____ half pay

Date of Initial NEIU Appointment _____

Dates of last sabbatical leave(s) _____

Purposes of last sabbatical leave(s)

Purpose(s) of this requested leave:

- _____ Scholarly research
- _____ Updating existing professional skills
- _____ Acquiring new professional skills

(Brief abstract of your sabbatical leave proposal.)

I agree to submit a written account of my sabbatical activities and accomplishments as related to my sabbatical proposal, in accordance with Article 19.02(i) of the Faculty Collective Bargaining Agreement, to the office of the Provost, the Dean, and Department Chair by the end of the first academic term after the completion of my sabbatical leave.

Signature _____ Date _____

Application Reviewed by:

Department Head Date _____

Comments:

Dean or Appropriate Administrator Date _____

Comments:

ACFA Action Date _____

_____ Academically acceptable

_____ Not Academically acceptable

(Reasons attached)

Chairperson of ACFA Date _____

SABBATICAL LEAVE PROPOSAL*

Suggested Length: 3 pages, double spaced.

Proposal must include:

1. **Specific Goals(s) or Objective(s):** *What* are you planning to do, and *why*?
2. **Specific Method(s) and Schedule for Attaining Goal(s):** *How* and *when* will you accomplish your goal(s)?
3. **Anticipated Manner of Sharing with Academic Community:** *Who* will learn, share, or benefit from your accomplishments? *How* will this be accomplished?

*Any change in the sabbatical which significantly modifies the original proposal must be reported to the Provost for approval at the earliest possible time.

*Faculty shall inform the University in the sabbatical proposal of other salaries, grants, fellowships or financial support for which the employee has applied or does receive.

REPORT TO THE OFFICE OF THE PROVOST
UPON **RETURN** FROM SABBATICAL LEAVE

Complete and send final written report to the Office of the Provost by the end of the first academic term following completion of the sabbatical. Copies of your sabbatical report are to be submitted also to your Department Chair and Dean.

Name _____ Rank _____

Department _____ College _____

Date of Sabbatical Leave: From _____ To _____

Goals and Objectives of Sabbatical Leave as stated in your proposal request:

Summary of accomplishments:

Please attach full written account of sabbatical activities and accomplishments with appropriate supporting documentation.

Signature _____ Date _____

Report meets the conditions of the sabbatical leave.

Provost Date _____

ARTICLE 19
COMPENSABLE FRINGE BENEFITS

19.02 Sabbatical Leave

This section applies to tenured/tenure-track Teaching Professionals and Resource Professionals.

(a) Purpose

Because of its commitment to provide excellence in education, the University recognizes the need for granting sabbatical leaves to Teaching Professionals and Resource Professionals so they can engage in scholarly and professional development for the mutual benefit of the University and the Employee.

(b) Eligibility

A sabbatical leave is granted at the discretion of the University President. A tenured Teaching Professional or Resource Professional is eligible to apply for a sabbatical leave from the University only after completing at least five years of full-time service in the Bargaining Unit at the University. A sabbatical leave shall not be awarded to the same Teaching Professional or Resource Professional more than once every seven academic years and sabbatical leave time shall not be cumulative.

(c) Uses

A sabbatical leave may be used for the purpose of acquiring new professional skills and updating existing professional skills as well as for research, in accordance with the purposes stated above.

(d) Quotas

Quotas for University sabbatical leaves shall be determined at the beginning of each academic year. The quota shall be one sabbatical leave for each 17 Teaching Professionals and Resource Professionals, or major fraction thereof. If the number of sabbatical leaves generated for a given academic year exceeds the number of academically acceptable proposals for sabbatical leave by Teaching Professionals and Resource Professionals eligible for consideration for such leave, the maximum available for award in such year shall be equal to the number of academically acceptable proposals.

(e) Procedures

(1) Sabbatical leave proposals shall be reviewed and processed according to procedures established at the University. A copy of the timetable for sabbatical applications shall be made available to each Teaching Professional and Resource Professional by October 1 of each year unless otherwise agreed to by the University President and the Chapter President.

(2) The University President may deny a request for sabbatical leave because the sabbatical proposal is academically unacceptable. In the event of such a denial, a Teaching Professional or Resource Professional may within 10 Days of the denial request in writing an explanation of the denial. Following such a request the University President shall provide written reasons for the denial to the Teaching Professional or Resource Professional within 10 Days of the written request.

(f) Priority

(1) If the number of academically acceptable sabbatical leave proposals exceeds the number of available sabbatical leaves at the University, priority of award shall be determined on the basis of years of service at the University or years since the last sabbatical. If a Teaching Professional or Resource Professional has never had a sabbatical from the University, priority shall be determined on the basis of years of full-time service at the University. If an individual has had a sabbatical from the University previously, priority shall be determined on the basis of the quality of work from the previous sabbatical and the numbers of years since the last sabbatical. A sabbatical may be deferred to a later date if necessitated by program need. Notice of deferral must be given upon notification of receipt of the sabbatical. The Teaching Professional or Resource Professional deferred will begin accruing years of service toward eligibility toward the next sabbatical with the year following the initial granting of the sabbatical.

(2) If the number of academically acceptable sabbatical leave proposals is greater than the number of sabbatical leaves available in a given year, the granting of a sabbatical leave may be considered on the basis of exception if the subject matter proposed is time-sensitive or merits exceptional consideration.

(g) Term

(1) The term of sabbatical leave shall be either one Academic Term at full pay or two Academic Terms at half pay. Each academic year, 75 percent of the total sabbatical leaves available for award shall be available for one academic term at full pay. If application of the 75 percent ratio results in a major fraction, the fraction shall be rounded up the next highest whole number.

(2) If a Teaching Professional or Resource Professional receives a grant in connection with a sabbatical leave, the duration of the sabbatical may be adjusted by the University to coincide with the provisions of the grant.

(h) Conditions

(1) Each Teaching Professional or Resource Professional who is granted a sabbatical leave shall agree to serve at the University for at least one academic year after the completion of the sabbatical and shall give a judgment note to the University for the amount of the sabbatical leave, said judgment note to be cancelled at the end of the required year of service or at

the death or permanent disability of the employee.

(2) Each sabbatical proposal shall disclose to the University other salaries, grants, fellowships, or financial support for which the Teaching Professional or Resource Professional has applied or does receive. If notice of support is received after the proposal is submitted, the individual shall notify the Provost/Vice President for Academic Affairs.

(i) Report of Sabbatical Leave

(1) By the end of the first Academic Term following return to the University from sabbatical leave, the Teaching Professional or Resource Professional shall file a written account of sabbatical activities and accomplishments as related to the goals and objectives stated in the sabbatical proposal with the Provost/Vice President for Academic Affairs, Dean and Department Chair. The report shall be made available to Department colleagues and shall be placed in the Employee's personnel file.

(2) Any change in a proposed or on-going sabbatical which significantly modifies the original proposal must be reported to the Provost/Vice President for Academic Affairs for approval at the earliest possible time.

(j) Miscellaneous

Time spent by an employee on a sabbatical leave will be credited for the purpose of determining eligibility for promotion.