

December 6, 2012

## MEMORANDUM

**TO:** Lynn Williams  
Chair, Academic Senate

**FROM:** Mamta Rawat *MR*  
Chair, Senate Personnel Committee

**RE:** New policy: APM 360 – Policy on Sabbatical and Difference in Pay

The Senate Personnel Committee has reviewed APM 361, Policy on Faculty Leaves of Absence, in order to bring it into alignment with the new Collective Bargaining Agreement (CBA).

The recommended changes are as follows:

- a. APM 361 is currently divided into three parts: A. Leaves of absence with pay; B. Leaves of absence without pay; and, C. Family care and medical leaves. The Personnel Committee recommends that part B and part C be omitted as the CBA very thoroughly describes the policies and procedures regarding these issues. To avoid confusion with the current version of APM 361, the Personnel Committee recommends renaming the new policy to APM 360, Policy on Sabbatical and Difference-in-pay (DIP) leaves.
- b. Previously, deferrals of sabbatical or DIP leaves were not allowed. In accordance with the new CBA, Article 27, we have added Section I.8, which states that a sabbatical denied based on other factors rather than merit can be deferred to the next academic year if the denial results in fewer sabbaticals than the University target of 12% of eligible faculty.
- c. The section on the Dean's decision (Section V, D.) differs from APM 361 in the following:
  - a. The Dean shall review the sabbatical/DIP applications, recommendation from the Department Chair, recommendations from the College and Department level review committees, and applicant appeals.
  - b. The Dean should employ the criteria described in the policy to evaluate the proposal and take into consideration other factors, such as curricular needs and budgetary issues.

- c. If the Dean denies the application on other grounds than merit and the denial results in the University not meeting the University target of sabbatical allocated to 12% of the eligible faculty, the sabbatical leave can be deferred to the next academic year.
- d. Allocation of sabbatical leaves (Section VI) has been amended to ensure that the University target for sabbaticals is met in the following manner:
  - a. The Deans may award more leaves than the College or School target if the proposals are meritorious.
  - b. All meritorious applications not awarded by the Deans will be reviewed by the Senate Research Committee and rank-ordered.
  - c. The rank-ordered list will be used by the Provost to award a sufficient number of on-semester sabbaticals so that the University target is met.

If you have any questions, please do not hesitate to contact me.