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**Effective:** October 1997

**University Governance:  
SABBATICAL LEAVES**

**Approved: October 1997**  
**Revised: March 8, 2007, Deans' Council**  
**Revised: April 8, 2020, Deans' Council**

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The regulations of the Council of Trustees of Millersville University and established practice for determination of faculty eligibility for sabbatical leave, as enumerated below, are consistent with the Collective Bargaining Agreement (CBA).

During any given academic year, no more than 7% of the faculty may be granted a sabbatical leave provided budgetary provision can be made for expenditures involved.

It shall be the responsibility of the administrative officers of the University to make adequate provision for proper performance of the duties relinquished by the faculty member on leave through interim appointment, schedule adjustment, or by other appropriate measures.

Applications for sabbatical leaves shall be made in the year before the faculty member plans to take the leave. Upon notification by the Sabbatical Leave Committee, applicants will submit a well-defined statement of the purpose for which the leave is requested. The Sabbatical Leave Committee shall set deadline dates in April before the application year by notice to the faculty.

In determining eligibility of applicants for leave, the established criteria used by the Sabbatical Leave Committee shall be used.

A request for leave of absence for "restoration of health" shall receive priority consideration and may be received at any time.

No application for leave shall be recommended for approval earlier than one year prior to the opening date of the year in which the leave is to be effective. Applications outside the time limits herein established will be considered from faculty members who are placed in circumstances which cannot be anticipated so far in advance and which will benefit the institution as well as the individual. Example: Election to the presidency of a national organization requiring much additional time and travel.

The University President reserves the right to seek advice from and to consult with individuals of his/her choosing in the process of making all personnel decisions. It is common administrative practice for the president to discuss such matters with the Provost, college Deans, and others.

## Procedures for Application

1. Schedule for committee action
  - a. All applications normally must be filed one year prior to the beginning of the academic year during which leave is desired by submitting a letter of intent to the University President.
  - b. A detailed application form (available from the Office of the Provost) is to be filed with the committee according to dates established by the committee.
  - c. The chairperson of the Sabbatical Leave Committee will notify the Provost and Vice President for Academic Affairs and the chairpersons of the departments concerned after receipt of the applications.
  
2. Criteria to be followed by the Sabbatical Leave Committee.
  - a. The validity of the purpose for which the leave is requested.
    - 1) The number of leaves heretofore granted to the applicant.
    - 2) Elapsed period since date of last leave.
    - 3) Number of years since applicant became eligible for leave.
    - 4) Consideration of number in same department requesting leave during any one academic year.
    - 5) Failure to use prior leave(s) for the purpose stated or other lack of accomplishment of purpose.
  - b. Failure to be granted leave does not automatically give priority for nomination of the applicant for the next academic year; however, he/she may be given consideration for the next year if he/she indicates to the committee.

### 3. Committee Procedures

Although all items above are considered when selecting candidates, the committee rates the validity of purpose for which the leave is requested as the most important and assigns it more weight than all other factors combined. Specifically, the following formula is applied by the committee in arriving at its ranked list:

Individual Applicant's Rank =  $6A + B + C - 4D$  where

A is a score from 1-10 for the validity or merit of the proposal and is the average of individual committee members' rankings.

B is a score from 0-10 for the total number of years of service at the University.

C is a score from 0-10 for the number of years of service at the University minus seven years for each previous semester of sabbatical leave taken.

D is a score from 0-10 in which 0 is assigned to applicants who have not received a prior sabbatical leave and 0-10 is assigned based on the committee's evaluation of the degree to which the purpose and outcomes of

prior sabbatical leave(s) were accomplished. 0 is assigned when the committee determines prior sabbatical leave(s) purpose(s) and outcomes were fully achieved, with 1-10 assigned to reflect increasing lack of accomplishment.

After each committee member evaluates all applications, a composite ranking of the applications is constructed. This ranking is submitted as a recommendation for presidential action. All committee activities conducted prior to the final presidential decision are held in strict confidence.

### **Purpose of a Sabbatical Leave**

The degree to which the sabbatical leave will benefit the University as well as the individual is of primary consideration. This purpose may be fulfilled by a faculty member in terms of a specific objective. Some examples follow. These are suggestions only and are not intended to be exhaustive. The order in which they are presented is not significant.

1. Fulfilling a specific need of the University, school, or department. Examples: Retraining in a specific academic area where there is a need; participating in programs at other institutions with the intent of developing a similar program.
2. Increasing the competence of an individual in his/her assigned tasks. Examples: Undertaking additional work in one academic specialty; broadening of background in his/her academic area.
3. Developing oneself professionally. Examples: Engaging in scholarly research; performing scholarly activity with the intent of publishing the results; serving in an executive position of a state or national professional organization.
4. Making a contribution to mankind by using professional training in a way which will reflect favorably on the prestige of the University. Examples: Serving in the Peace Corps or Vista as a professional; serving in an underdeveloped nation as teacher or professional in one's academic area.
5. Requests for leave for reasons of health are handled in the following way:  
The University President has regularly withheld commitment on one leave due the faculty in the event that an emergency presents itself.

### **Other Specifications**

When a faculty member completes the sabbatical leave form, he/she should also be prepared to submit as much evidence as possible to show how the leave will benefit the University and to indicate the likelihood of the accomplishment of the purpose. If a request revolves around study at another institution, evidence from that institution to support the request is helpful. Further, evidence of an applicant's past accomplishments in the area provides some indication of the likelihood of his/her achieving his/her potential. Application forms and reports from prior sabbatical leaves shall be considered in determining the likelihood of the accomplishment of the purpose. Any supporting documentation is helpful to the committee.

Applicants for sabbatical leaves, at their request, are to be informed by the committee chairperson of the position assigned their application on the prioritized ranking list which the committee submits as part of its recommendation. Each applicant, again, at his/ her request, should be given the opportunity to meet with the committee chairperson to

discuss his/her application. At that session, the chairperson will provide each applicant with what in the collective judgment of the committee were the strong and weak points of his/her application. The information provided in such a meeting will be protected by mutual agreements; i.e., it will not be permitted to be used as a basis for a grievance.

Applications from both academic faculty and administrative faculty are to be considered by the same University-wide committee on sabbatical leaves (Sabbatical Leave Committee).

### **Reporting**

Under the provisions of Section I, Act 224 of the General Assembly, 1961, faculty are legally obligated to return to employment at Millersville University immediately following the expiration of the sabbatical leave for a period of not less than one year.

Within six months after the date of return, each faculty member shall submit a report to the President's Office describing how the original purpose and proposed outcomes of the sabbatical leave have been fulfilled as well as how the sabbatical leave accomplishments will enhance their teaching and professional responsibilities. The format for this report will be shared by the Provost's Office.