Effective: October 1997

University Governance
COMMITTEE on SABBATICAL LEAVES

Approved: October 1997
Revised: October 19, 2007
MU/APSCUF-MU Meet & Discuss

The Committee on Sabbatical Leaves is a contract committee, mandated by the CBA between the Pennsylvania State System of Higher Education (PASSHE) and the Association of Pennsylvania State College and University Faculties (APSCUF).

Membership

The Committee on Sabbatical Leaves shall consist of tenured faculty members as follows:

1. Five (5) faculty members, one (1) from each academic unit (Education, Humanities, Social Sciences, Science & Mathematics) and one (1) from the non-school faculty, elected for two-year terms. Three (3) members are elected to serve terms beginning in even-numbered years and two (2) members are elected in odd-numbered years.

2. Five (1) alternates, one (1) from each academic unit (Education, Humanities, Social Sciences, Science & Mathematics) and one (1) from the non-school faculty, elected for a two-year term, to fill a vacancy which may arise prior to the expiration of a term. Three (3) alternates are elected to serve terms beginning in even-numbered years and two (2) alternates are elected in odd-numbered years.

3. No member may serve more than two (2) consecutive terms.

4. The membership and alternate membership of the committee must be carefully selected to assure representation as required in the criteria (1. and 2.) above.

5. The chairperson is selected by the committee from its members for a one-year term.

The election of the Committee on Sabbatical Leaves is conducted in the spring of each year at the same time and place as the annual APSCUF-MU election. The election is a separate election with all regular members of the bargaining unit eligible to vote.

The President of APSCUF-MU is charged with announcing the call for nominees. Nominations are made by submission of names to the President of APSCUF-MU. The President of APSCUF-MU lists the names and circulates the slate of nominees to all regular members of the bargaining unit at least one week before the election. Prior to the end of the spring semester and subsequent to the election of the committee members for the next academic year, the newly constituted committee is convened by the present chairperson for the purpose of electing a chairperson for the next year.

Election to the committee is by plurality vote. Should an ineligible member receive a plurality, that name is stricken and the eligible candidate with the next highest plurality is elected. The ballots are counted by the designees of the President of APSCUF-MU. The terms of office begin at the beginning of each academic year.

Functions

The Committee on Sabbatical Leaves reviews applications and forwards the full list of applicants, with recommendations, in priority order to the President or designee at least eight(8) months before the leave is to commence. A copy is sent to the President of APSCUF-MU.

Regulations and procedures concerning sabbatical leaves are specified in the CBA, and in Faculty Policies.

Modifications

Amendments to this committee must be introduced at a regular meeting of the APSCUF-MU Representative Council and approved by a majority vote, which may not occur at the same meeting at which the amendment is introduced.

Upon approval by the MU Representative Council, the proposed amendment must be distributed by the President of APSCUF-MU to the entire faculty. The proposed amendment shall be distributed not later than two weeks prior to the date of the announced meeting.

The President of APSCUF-MU shall convene a general meeting of the faculty for the purpose of acting on the proposed amendment. This meeting must occur within two months of the approval of the proposed amendment by the Representative Council. To be adopted, amendments require a majority of the votes cast.

Amendments adopted by the faculty are reported to Millersville University/APSCUF-MU Meet and Discuss for final determination.