

## **Lock Haven University Sabbatical Leave Policy**

In keeping with *Leaves of Absence*, Pa. Statute Ann. tit. 24, §1864.3 (Purdons 1984) and the *Collective Bargaining Agreement between APSCUF and SSHE*: “Leaves of Absence: Sabbatical Leaves” a faculty member may be granted a sabbatical leave after having met the following requirements:

1. The faculty member has completed seven (7) or more years of satisfactory service as a faculty member of Lock Haven University or one of the other universities in the SSHE;
2. At least five (5) consecutive years of such service shall have been rendered to Lock Haven University.

Applications for sabbatical leave shall be distributed by the Sabbatical Leave Committee (hereinafter called the Committee) to all faculty by December 1 of each academic year. Applications shall be submitted to the Committee by February 1 of each academic year. The committee shall accept an application from any faculty member employed at Lock Haven University of Pennsylvania at the time the application is submitted.

In order to be approved by the Committee, an application must include a detailed proposal (guidelines attached - Addendum A) that demonstrates **merit** according to the following criteria:

- (1) Improvement of teaching skills, abilities, and understanding in the applicant's discipline or profession;
- (2) Contribution to the applicant's professional growth or discipline by means of a scholarly or creative project not necessarily related to the University;
- (3) Work on a project that would make a lasting contribution to the services, facilities, and/or programs of the University;
- (4) Restoration of health when treatment prescribed by a physician requires leave and sufficient sick leave is unavailable;
- (5) Other: a purpose or project having merit that does not fall into categories (1)-(4) above.

Using these criteria, the Committee will evaluate the merit of all proposals. At its discretion, before ruling on an application's merit, the Committee may request clarification or further details from the applicant.



The Committee shall forward the full list of applicants, with its recommendations, in priority order, to the President or his/her designee. This list will be forwarded by the Committee to the President by April 30 of the current academic year.

The President will inform the Sabbatical Leave Applicants no later than October 1 of his decision with regard to their individual application.

If a due date contained herein falls on a Saturday, Sunday, or a national or state holiday, the due date instead will be the first working day after the Saturday, Sunday or holiday.

A Committee report to all applicants shall include the following information:

- (1) Whether the applicant's proposal is recommended or not recommended.
- (2) The number of persons who applied and were recommended for a sabbatical and the applicant's rank among them.
- (3) How many faculty members represent seven percent of the faculty complement.

Anyone granted a sabbatical leave will be required to submit, after the leave has been completed, a report of activities and outcomes to the President or the President's designee.

Applicants who are not granted sabbaticals must re-apply if they wish to be considered in subsequent years; applications will not be carried over from year to year.

As in the past, requests for sabbatical leaves involving extenuating circumstances may be considered on an individual basis.

## **Addendum A: Guidelines for Proposals**

Each application must be accompanied by a detailed proposal describing how an applicant plans to use the requested leave.

The requirements and suggested format described below are designed to ensure clarity, consistency, and comparability.

Proposals must be typed or computer-processed and should not exceed four single-spaced pages. Use 12-point typeface and set margins at least 1 inch top, bottom, and sides. Because the Committee comprises persons from various disciplines, take care to address such an audience, and avoid using jargon of your discipline which may be unfamiliar to readers. Include the following:

1. General purpose
2. Value to applicant's professional development
3. Value to applicant's discipline and/or the University
4. Specific objectives
5. Expected evidence of completion or attainment of objectives
6. Supporting Information (optional)
  - Funding source
  - Supporting documents
  - Supporting testimonials from peers and superiors
  - Previous related work completed

## **Addendum B: Formula for Pro-rating Part-time and Partial Service**

Formula for Pro-rating Part-time Service: For each full year of part-time service, the pro-rated percentage of workload hours assigned shall be converted to a fraction carried out to four decimal points (i.e., 25% = .25, 16.22% = .1622). The fraction for each full year of part-time service will be added together and included in the pro-rated points used in calculating the Adjusted Service Points.

Formulas for Pro-rating Partial Service: For each partial year of part-time or full-time service, the following formula(s) should be used.

[Note: the following formula has been verified by the Personnel Office and checked for accuracy by members of the Mathematics Department]

The formula for partial teaching service calculates the proportion of a service year credit earned for teaching a single section of a course during a given semester. It requires the following steps for each course section taught:

1. To arrive at the proportion of semester duration worked, divide the number of class periods taught by the number of class periods the course section would be taught by a full-time faculty member during the same semester.
2. To arrive at the proportion of contract hours worked, divide the number of contract hours assigned to the course by 12 (the number of contract hours earned when teaching full time for an entire semester).
3. Multiply the proportion of semester duration worked (the results of step one) by proportion of contract hours worked (the results of step two).

4. Multiply the results of step three by one half to arrive at the proportion of yearly service credit for teaching a single course.

The proportion of yearly service credit earned for part-time teaching in an entire semester is the sum of the results from step four for each course taught, provided that the total does not exceed one half (1/2 or 0.5).

The formula for partial non-teaching service calculates the proportion of a service year credit earned from a single assignment completed during a given semester. It requires the following steps for each assignment:

1. To arrive at the proportion of semester duration worked, divide the number of weeks worked by 20 (the number of weeks in a full semester).
2. To arrive at the proportion of contract hours worked, divide the number of contract hours awarded to the assignment by 12 (the number of contract hours earned while working full time for an entire semester).
3. Multiply the proportion of semester duration worked (the results of step one) by proportion of contract hours worked (the results of step two).
4. Multiply the results of step three by one half to arrive at the proportion of yearly service credit for completing a single assignment during a single semester.

The proportion of yearly service credit earned for part-time non-teaching service rendered in an entire semester is the sum of the results from step four for each assignment completed, provided that the total does not exceed one half (or 0.5).

**Example of Formula's Application for Partial Teaching Service:  $Y = \frac{1}{2}(A/B)(C/12)$**

**Y represents the proportion of a service year of credit; A represents the number of class periods course section A was taught by a professor; B represents the number of class periods course section A would have been taught by a full-time faculty member; C represents the number of contract hours assigned to the course; 12 represents the full-time equivalent of contract hours.**

For example: If instructor X taught a three-hour MWF course during the 1997 fall semester, the formula would yield the following result for this course:

$$\begin{aligned} Y &= \frac{1}{2} (A/B)(C/12) \\ Y &= \frac{1}{2} (45/45)(3/12) \\ Y &= \frac{1}{2} (1) (.25) \\ Y &= \frac{1}{2} (.25) \\ Y &= .125 \text{ or } 1/8 \text{ of a year of service} \end{aligned}$$