

RESOLUTION ON RETAINING THE PROFESSIONAL LEAVE COMMITTEE  
(#02-95/96-FA)

- WHEREAS, The Vice President for Academic Affairs has requested changes in paragraph 529, "Sabbatical Leave/Difference in Pay Leave," and paragraph 855, "Professional Leave Committee," of the Faculty Handbook [see attachment]; and
- WHEREAS, The proposed changes would eliminate the university Professional Leave Committee; and
- WHEREAS, Upon consultation with the Professional Leave Committee, the Director of Academic Resources, and other personnel, it was determined that having the peer review process for professional leave end at the college level instead of the university level provides no significant benefit; and
- WHEREAS, Having the peer review process for professional leave end at the college level could have a deleterious effect on the scope and quality of the professional leave process; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University is opposed to changing the structure and procedures of the Professional Leave Committee.

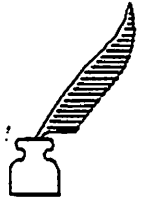
**HUMBOLDT STATE UNIVERSITY**

**Vice President for Academic Affairs**

1 Harpst Street  
Arcata, CA 95521-8299  
Phone (707) 826-3722

**. MEMORANDUM .**

June 20, 1994



**TO:** John Travis, Chair  
Academic Senate

**FROM:** Alfred J. Guillaume, Provost and Vice President for Academic Affairs

**SUBJECT:** PROFESSIONAL LEAVE COMMITTEE

-----

I have reviewed the sabbatical/difference-in-pay leave process and wonder if it might be time to make some changes. Since we no longer receive line item funding for sabbatical leaves and difference-in-pay leaves are self-funded, it would appear to me that the decision on the funding for sabbatical leaves should be at the college level. Revised Sections 529 and 855 of the Faculty Handbook which specify HSU policy and procedure are attached. I have taken the liberty of presenting modifications that would be necessary to implement such a proposal. I would like the Academic Senate to consider this proposal and give me its comments and recommendations on the matter by October 1, 1994.

AJG:pv:SENLEAVE

cc: President McCrone  
General Faculty President  
OAA Staff

**COLLEGE PROFESSIONAL LEAVE COMMITTEES**

- Duties:** The committee reviews proposals to draw on such funds or other resources as are made available by the University or the state for sabbatical and difference-in-pay leaves and recommends recipients to the Provost **College Dean** for approval. ~~The committee also conducts a continuing study of leave policy and recommends appropriate changes to the Academic Senate.~~ **The College Dean forwards leave recommendations to the Provost and President.**
- Chair:** Elected from membership
- Type:** Administrative **College Faculty**
- Meetings:** As needed during the fall and spring terms
- Membership:** Five members of the tenured faculty elected by probationary and tenured faculty for two-year, staggered terms.

**SABBATICAL LEAVE/DIFFERENCE IN PAY LEAVE***Sabbatical Leave.*

Full-time faculty members who have served full time for six years on this campus are eligible to apply for a sabbatical leave. Only one sabbatical leave can be granted during any seven-year period. ~~The number of sabbatical leaves granted in a given year is determined by budget funds made available for this purpose by legislative action.~~ Eligible faculty members submit applications ~~via the provost~~ to the ~~university Professional College~~ Leave Committee who then makes recommendations for granting of sabbatical leaves to the ~~College Dean~~. ~~Requests for reconsideration for unapproved leaves shall be addressed to the Dean of the College.~~ The President will review ~~the statement submitted by the faculty member's department chair,~~ the recommendations of the ~~Professional College~~ Leave Committee, ~~the College Dean~~ and the Provost. The President will make a response in writing to the sabbatical leave applicant which will include the reasons for approval or denial and any conditions attached to the leave, if approved. Implementation of the sabbatical must be accompanied by the posting of a monetary guarantee filed by the applicant with the President.

Sabbatical leaves are funded for full pay for the period of one semester and at one-half the full salary for two semesters for faculty members who are paid on the basis of class and rank. Librarian faculty unit employees shall be paid while on sabbatical leave at full salary for four months or one-half of full salary for eight months.

While on sabbatical leave, a faculty unit employee is considered to be in work status and therefore generally receives the same fringe benefits provided as if he/she were not on sabbatical leave. Article 27 of the MOU outlines the provisions for the sabbatical leave procedure and benefits eligibility. In addition, a faculty member contemplating making application for sabbatical leave should consult the campus personnel office for current policies and procedures pertaining to benefits.

*Difference In Pay Leave.*

Full time faculty unit employees are eligible for difference in pay leaves, generally under the same criteria and standard procedures used for sabbatical leaves. The salary for difference in pay leave shall be the difference between the employee's salary and the minimum salary of the Instructor rank. The salary for a difference in pay leave for a librarian employee shall be the difference between the librarian employee's salary and the minimum salary of the lowest comparable time base librarian rank. Article 28 in the MOU sets forth the terms and conditions for difference in pay leave.