

APAFT-charge14-WorkBenchmark

<https://www.weber.edu/IR/peer.html>

Peer Institutions (internal links within document):

[\(Weber State University\)](#)

[SUU](#)

[Snow](#)

[UVU](#)

[Dixie State](#)

[Boise State](#)

[Clarion U of Pennsylvania](#)

[Eastern Kentucky University](#)

[Ferris State University](#)

[Northern Kentucky University](#)

Weber State

Faculty Workload: https://www.weber.edu/ppm/Policies/4-6_FacWorkLoad.html

A. TEACHING LOAD

The normal teaching load for Weber State University faculty is **24 semester hours per academic year**. The credit-hour base for the teaching load is computed using the following considerations:

1. Courses that Require Regularly Scheduled Instruction

The instructor accrues the same number of credit hours of instructional load that the course generates for students taking the course.

2. Activity Courses and Supervision of Laboratory Experiences

Instructors accrue one-half of the time spent in class as part of the instructional load assignment.

3. Shared Course Responsibilities

For courses that are team taught, or for which there are components beyond the scheduled instructional times, the instructor receives credit for that component directly taught or supervised.

4. Directed Readings, Special Problems, Individual Studies and Research Studies

The instructor accrues one-fourth credit hour of teaching load for each student credit hour supervised. During any semester of the academic year, no more than three credit hours of teaching load may accrue in this area.

B. TEACHING OVERLOAD

1. A regularly contracted faculty member may teach a maximum of 7 credit hours per semester up to a maximum of 12 credit hours per academic years (two semesters).

2. Uncompensated courses (directed readings, clinical supervision, internships, etc.) are exempt from the overload limit.

3. Overload teaching must be approved by the department chair and the dean. Department chairs and deans may restrict overload teaching to a level less than the maximums described in PPM 4-6, B.1. Department chairs and deans are also responsible for determining enrollment limits in courses. In instances where the department chair and dean cannot reach an agreement on enrollment limits, the decision will be referred to the provost.

4. Exceptions may be made to PPM 4-6, B. 1 and 2 for a limited time when extenuating circumstances exist. Exceptions will be considered on a case by case basis. Such exceptions must be approved in advance by the department chair and dean.

C. OTHER PROFESSIONAL ACTIVITIES

In addition to the normal 24-semester hours of teaching, faculty members are expected to assume other professional responsibilities such as advising students, maintaining office hours, performing public service, engaging in research and other scholarly activities and serving on committees. At the discretion of the departments and colleges, teaching time may be reassigned. Reassigned activities may include specific courses (e.g., student teaching supervision), specific program requirements (e.g., nursing, graduate programs, etc.), specific tasks in faculty governance (e.g., chairing a department or program, chairing major Faculty Senate committees, directing programs initiated by the President or Provost, etc.). The amount of time to be reassigned is to be made in accordance with existing policies of the university.

Sabbatical leave: https://www.weber.edu/ppm/Policies/3-25_FacultySabLeave.html

I. POLICY

A sabbatical leave shall be interpreted to mean a leave of absence with compensation for one semester or two semesters as approved by the Board of Trustees for purposes of study, research or other pursuit, the objectives of which are the professional improvement and advancement of faculty members as well as an increase in their usefulness to the institution.

A one-course reduction in a tenure-track faculty member's contracted workload for one semester is available for the purpose of promoting scholarly activity before tenure is granted (See Section VI).

II. PURPOSES OF FACULTY SABBATICAL LEAVE

Sabbatical leaves are granted to faculty members only for purposes that will improve the ability of the recipient to discharge effectively teaching, research or service obligations to the University including the following:

- A. Research and writing in the recipient's field of specialization

B. Regular attendance at classes or laboratories of an institution of higher learning

C. Pursuance of training in the recipient's field of specialization

D. Other specifically defined purposes which would clearly further the objectives of the sabbatical-leave plan

III. ELIGIBILITY FOR FACULTY SABBATICAL LEAVE

A. A faculty member taking sabbatical leave must hold academic rank and tenure. (Requests of leave may be made prior to actual attainment of tenure, but the recipient may not go on leave until tenured.)

B. Faculty sabbatical leave eligibility shall accrue at the rate of **one semester of eligibility per three years of full-time equivalent Weber State University service**, excluding time spent on leave.

C. Each semester of faculty sabbatical leave taken shall decrease faculty sabbatical leave eligibility by one semester.

D. The maximum accrued faculty sabbatical leave eligibility shall be two semesters.

E. On recommendation of the president, the Board of Trustees may waive the normal eligibility and application timeline requirements when in its judgment conditions exist which justify granting a requested faculty sabbatical leave.

F. Whenever sabbatical leaves are taken in two consecutive semesters, the sabbatical will be treated as a two-semester sabbatical even if the semesters are in different academic years.

IV. STANDARDS GOVERNING FACULTY SABBATICALS

A. Faculty members may apply for one or two semesters of leave limited only by the amount of eligibility for leave accrued.

B. The salary rate paid during sabbatical leave as a percentage of base contract salary depends on the length of leave as follows:

One semester: 100% of one semester's salary Two semesters: 75% of two semester's salary

Leave accrued under the quarter system will be converted as follows:

3 years = 1 semester @ 100% salary for the semester

6 years = 2 semesters @ 75% salary for the 2 semesters

C. The University shall not give additional funds beyond the percentage indicated for the sabbatical leave.

D. Money accrued from sabbaticals (25% of two semesters' salary) shall be used in each college to defray the costs of instruction during sabbaticals. Colleges and Departments are responsible for determining how to cover the remaining instructional costs.

Central Administration has a responsibility to find additional sources of funding for sabbaticals.

E. If the recipient of the sabbatical leave received a foundation grant or other compensation from non-University sources for the period of the leave, such compensation must be consistent with the objective of the sabbatical experience and approved by the appropriate dean.

F. Faculty members are covered by fringe benefits while on sabbatical leave.

G. Faculty on sabbatical are eligible for merit, advancement in rank, one-time bonuses, or other general or special adjustments of salary received by other faculty.

H. Sabbaticals and subsequent retirements or resignations: faculty who take sabbaticals are obliged to return to their university assignments: those who take one-semester sabbaticals must work another semester before retiring/resigning; those who take two-semester

sabbaticals must work another two semesters before retiring/resigning. Those who fail in these obligations make themselves liable: they must return to the university the sum of their salaries and benefits they took during their sabbaticals. Or, if circumstances prevent them from working completely through those last semesters, faculty must repay the portions of their salaries and benefits that correspond to their outstanding obligations. The provost or the president may waive those repayments (1) due to extenuating circumstances, or (2) because illness or accident prevent faculty from meeting this stipulation.

VI. ONE-COURSE REDUCTION FOR TENURE-TRACK FACULTY

If the review of a tenure-track faculty member shows satisfactory progress towards tenure, he or she is eligible for a one-course reduction of his or her contracted workload for one semester. This course reduction must be awarded before the faculty member is granted tenure and is for the purpose of promoting scholarly activity. In order to be granted this course reduction, the faculty member must submit to his or her department chair and dean an application describing plans for the research or creative activities he or she plans to pursue during the semester in question. Such applications must be submitted six months in advance and approved by both the faculty member's chair and dean. Before the start of the semester in which the workload reduction is to occur, the dean will forward a list of the names of all faculty members who have been approved for such a reduction to the provost.

Parental leave

https://www.weber.edu/ppm/Policies/3-26_Leave_Related_to_Birth_etc.html

I. POLICY

A. Family and Medical Leave (FMLA) will run concurrently with maternity leave, spousal leave, adoption or foster child placement leave and bonding time unless special permission is obtained from Human Resources. If eligible, total available FMLA leave is 12 weeks in accordance with PPM 3-29a and the Family and Medical Leave Act of 1993.

B. Maternity Leave may be taken by female employees of Weber State University for reasons related to labor and delivery; and recovery from childbirth. Accrued sick leave (if available) may be taken for (1) the standard recovery period for vaginal deliveries which is six weeks; (2) the standard recovery period for C-section deliveries which is eight weeks; or (3) the medically necessary recovery period designated by a doctor. Depending on FMLA availability, additional bonding time may be taken subsequent to the recovery period, and may consist of vacation leave, unpaid leave, or a combination of the two. Maternity leave plus bonding time may not exceed 12 weeks.

C. Spousal Leave may be taken by an employee to care for the employee's spouse related to labor and delivery and recovery from childbirth. Accrued sick leave (if available) may be taken for (1) the standard recovery period for vaginal deliveries which is six weeks; (2) the standard recovery period for C-section deliveries which is eight weeks; or (3) the medically necessary recovery period designated by the doctor. Depending on FMLA availability, additional bonding time may be taken subsequent to the recovery period, and may consist of vacation leave, unpaid leave, or a combination of the two. Spousal leave plus bonding time may not exceed 12 weeks.

D. FMLA leave may be taken before foster child placement or adoption of a child if an absence from work is required so that the placement for adoption or foster care can proceed. This leave may consist of vacation leave, unpaid leave, or a combination of the two.

Up to six weeks of accrued sick leave (if available) may be used for FMLA leave to care for and bond with a child after placement or adoption. Depending on FMLA availability, additional time may be taken and may consist of vacation leave, unpaid leave, or a combination of the two.

E. Unpaid leave may be requested under [PPM 3-29](#), [PPM 3-29a](#) or [PPM 3-28](#).

F. Weber State University complies with the Pregnancy Discrimination Act. Pregnancy is considered a normal condition and employees are expected to work up to the delivery date

unless the physician provides a written statement indicating that the employee has a medical condition that makes it medically necessary for the employee to be off work in advance of the delivery date.

G. Departments must allow return to work on the first working day following the date on which the physician certifies fitness to return to work. If academic instruction is involved, such as in the case of teaching faculty, other employment at the same rate of pay may be substituted until the beginning of the next academic period in accordance with [PPM 3-21a](#). Faculty should refer to [PPM 8-21](#) if extension of the probationary period for tenure is desired.

Commented [1]: I didn't see anything in this section of the PPM about extending the probationary period.

USHE peer institutions

SUU

<https://help.suu.edu/policies/>

Workload:

<https://help.suu.edu/uploads/attachments/PP627Faculty.pdf>

Policy 6.27

- I. A. Regents' policy R485 stipulates the institutional average teaching workload for SUU faculty will be 24 credit hour equivalents each year or 12 credits each semester. The policy states that faculty contact hours in credit-bearing teaching activities will average approximately 13 contact hours per week.

B. Parameters for Managing Workload at SUU

1. Normal Responsibilities: The standard teaching workload includes lecture classes, seminars, studio classes and laboratories, and online classes. Faculty members are also expected to assume other professional responsibilities such as advising/mentoring students, maintaining a minimum of five publicly posted office hours per week, performing campus and public service, and engaging in scholarly and creative activities. Annual service on campus committees (e.g. standing committees, ad hoc committees or workgroups, etc.) or off-campus committees (e.g. boards, professional organizations, etc.) is expected as part of the basic load of a faculty member. Teaching activities are assigned by the chair in consultation with the faculty member, and approved by the

college/school dean or executive. After consultation with the faculty, committee assignments shall be equitably distributed among the faculty at the discretion of the chair with the approval of the dean. Participation descriptions and levels of activity should be reported in the Faculty Annual Activity Report (FAAR) and be considered in annual reviews, 3rd year reviews, and application for tenure, rank advancement, and post-tenure reviews. **Given the diverse mix of teaching assignments in departments and programs, this policy makes allowances for each college/school to manage its faculty teaching load. However, the average faculty teaching load for each college/school is expected to be maintained at a 24 credit hour equivalent per academic year, or 13 contact hours per week.** Annual faculty teaching load plans shall be submitted for review to the Provost's Office by April of each year. The Provost's Office will monitor the college/school actual average teaching load and will issue a report each December.

2. Reassignment or Release Time

a. Upon approval by the provost, dean, and the faculty member, the department chair may reassign faculty from their normal work load to complete special duties and studies for a department or program. Such activities may include, but are not limited to, teacher licensing, accreditation, curriculum development, research, studies, program assessments, or other relevant activities. In the event that the reassignment impacts the faculty member's ability to meet LRT criteria, a written record of the reassignment stipulating any exceptions or waivers to LRT criteria, signed by the Provost, Dean, Chair and Department LRT Chair will be provided to the faculty member prior to the reassignment.

b. The provost, in consultation with the dean, department chair, and faculty member may request reassignment of faculty for special projects or duties in support of university initiatives. Documentation should be provided that clarifies agreements with the department about the impact a reassignment may have on a faculty member's ability to meet the LRT criteria of their department or program.

3. Instructional Overloads:

a. Requests for overloads are initiated by the department chair/program director in consultation with the faculty member, and must be approved by the dean or executive of the respective college or school. The chair/director and dean or executive is responsible for managing faculty workload each Academic Year (AY) and during summer sessions.

b. During a semester that a faculty member or administrator with academic rank is under contract, **no more than six Instructional Credit Hours (ICH), including associated laboratory classes and/or courses offered through self-support will be taught on an overload basis.** ICH calculations are outlined in sections C and D of this policy.

c. During a semester when a faculty member is not under contract, his/her teaching workload will total no more than 18 ICH. For purposes here, teaching workload for summer semester includes courses taught during Maymester.

d. Any exceptions to this policy must have the approval of the Provost's Office.

Sabbatical:

<https://help.suu.edu/uploads/attachments/PP615Faculty.pdf>

Policy 6.15

A. Sabbatical Leave

1. Definition. A sabbatical leave means a leave of absence with compensation for one year or a fraction thereof as determined by the President of the University and the Board of Trustees. SUU makes a limited number of sabbatical leaves available to qualified faculty members each year. Contingent on funding, qualified faculty in good standing may receive a sabbatical leave to provide time and resources to revitalize themselves through scholarship, writing, or professional/artistic development. Faculty may also use a sabbatical leave for completing a terminal degree.
2. Eligibility. The University will consider applications for sabbatical leaves from tenured faculty with a minimum rank of associate professor. Faculty who have been awarded a sabbatical leave will be eligible to apply for a subsequent sabbatical after six (6) full years of additional service.
3. Selection. Selection criteria for sabbatical leaves include the merit of the proposed use of the sabbatical leave time, the applicant's past performance at SUU, and available resources for sabbatical leaves.
Proposals for sabbatical leave may be submitted by faculty for the purpose of non-degree study and degree-seeking study. All proposals will be analyzed on a case-by-case basis and ranked by the University Leave, Rank, and Tenure Committee in order of merit. In cases where non-degree-seeking proposals have equal merit, preference will be given to terminally qualified faculty members to revitalize themselves through scholarship, writing, or professional/artistic development.
4. Compensation.
 - Salary. Faculty on sabbatical leave receive 80% of anticipated regular contract salary for 9 months' leave (two semesters), or 95% of anticipated regular contract salary for 4.5 months' leave (one semester).

- A faculty member will receive fringe benefits while on sabbatical leave, provided any appropriate premium deductions are taken from his/her salary.
- A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University.
- A faculty member on sabbatical leave may accept a fellowship, assistantship, or research grant, provided his/her compensation and plan of work are approved by his/her respective Dean, the Provost, the President, and the Board of Trustees.
- Faculty may not accrue unused sabbatical leaves nor will the University pay compensatory time for unused sabbatical leaves.

5. Other Conditions.

- All leaves with pay will be subject to both the availability of funds and the availability of suitable replacements.
- Assignments of a professor returning from a sabbatical leave will be determined by the department chair and dean. A faculty member on leave will retain the position he/she left insofar as adjustments in staff will permit, but identical positions are not guaranteed.
- A sabbatical leave is a contract between the University and a faculty member. The faculty member commits to satisfactory performance pursuant to the application for leave and the University allows time and resources for the sabbatical project. The department chair and dean will judge performance using the criteria described above (see 7.c.). At the conclusion of a sabbatical (and any subsequent approved unpaid leave) faculty members are required to return to the University and serve for a length of time equal to the sabbatical taken. Should a faculty member not perform satisfactorily, or choose to not return to the University, he/she is obligated to repay to the University the amount of compensation (salary and benefits) received while on sabbatical.
- The University may grant a year's leave without pay immediately following a sabbatical leave, or a sabbatical leave immediately following a leave without pay. Such extensions of leaves are subject to the same conditions as those pertaining to the original leave.
- At the conclusion of his/her sabbatical, the faculty member will write a summary report corresponding to the proposal described in paragraph e (2) above. The department chair and dean will evaluate this report and place it in the professor's departmental file for future consultation when he/she applies for subsequent sabbaticals. The dean will send a copy to Provost and to the University Leave, Rank, and Tenure Committee.

Parental leave:

<https://help.suu.edu/uploads/attachments/PP97Family.pdf>

Policy 9.7

I. A. Provisions

1. An eligible employee will be allowed up to 12 weeks of family and medical leave within any 12-month period for (1) the birth or adoption of a child; (2) to care for the employee's own serious health condition; (3) to provide either physical or psychological care for a family member who has a serious health condition.
2. The employee must complete leave and return to work within 12 months after the birth of or placement in the employee's home of a child for adoption or foster care. Leave may begin prior to birth or placement as circumstances dictate.
3. For purposes of calculating the amount of FMLA leave an eligible employee may request, the term "during any twelve (12) month period" means a rolling twelve (12) month period measured backward from the date the requested leave will begin.

Snow

Workload:

https://www.snow.edu/general/policies/404-academic_workload.html

404 Academic Workload Document

August 2017

Snow College faculty are devoted teachers who have very heavy responsibilities. Faculty responsibilities are meant to enrich students' learning experiences and change lives. This document is meant to define what the basic full time faculty workload for a Snow professor is, so we can maintain high standards of excellence in teaching and acknowledge the great things our teachers do that are beyond professional expectations. This workload policy is a living document and may be modified by the Deans Council with the approval of the College Council and the Board of Trustees.

With a few exceptions approved by Dean's Council, nearly all full time faculty members have the same workload responsibilities at Snow College:

1. All full time faculty teach, advise, prepare for courses, develop courses, hold regular office hours (minimum 5 a week), participate in course and program assessment activities, fulfill college responsibilities and meet deadlines, assist department chair with department governance responsibilities, and attend August meetings prior to the Fall Semester and year-end assessment meetings as part of their normal teaching load.

Faculty should not ask for course reductions to prepare courses, teach new courses, or perform other tasks that are part of their regular workload responsibilities. Faculty in their first year of teaching, however, may be given a three credit release in the Fall Semester so they can have time to attend the New Faculty Seminar and become acclimated to the College;

2. All full time faculty are expected to attend department meetings, division meetings, college-wide meetings. Full time faculty are also expected to accept and perform roles that support department, division, and college governance;

3. All full time faculty share in the GE mission of the College and are expected to teach GE courses regularly (ideally each semester);

4. Faculty teach balanced loads throughout the academic year (they do not overload one semester and teach reduced schedules another semester);

5. Full time faculty teaching in the liberal arts and sciences divisions teach 28-32 credits per year;

6. Load will be determined using the Instructional Workload Formula. Adjustments to the formula (credit exceptions and course releases) can only be used if the Deans Council has formally approved either an "Instructional Workload Credit Adjustment Request" or a "Non-Instructional Academic Workload Credit Equivalency Request";

7. All full time faculty teaching loads will primarily be in a face-to-face classroom situation;

8. Each online course will be treated the same as a face-to-face class in terms of size, rigor, and load. Exceptions to section size will be determined by the division dean in consultation with the VPAA;

9. Each IVC course will be treated the same as a face-to-face class in terms of size, rigor, and load, as determined by dean and department chair in consultation with the Concurrent Enrollment Coordinator;

10. Full time faculty will teach no more than six credits of overload per semester, as outlined by policy 13.2.17, Extra and Overload Assignments, and Overtime Compensation. Exceptions may be recommended by the Deans Council to the

President for approval for requested term only. Overload will generally not be granted for additional sections of the same course when load sections are not full (or nearly full);

11. Low enrollment courses (8 or fewer) will not carry unless approved by the appropriate division dean and the VPAA;

12. Faculty members who have assignments that are non-academic, or remotely related to teaching, are to be paid separately for these assignments by departments or divisions. Those stipends will be considered when interested parties submit the “Non-Academic Financial Compensation Request” form to the Dean’s Council. Faculty members cannot request course-reductions for performing these assignments unless recommended by the VPAA or President and approved by the Deans Council.

13. Faculty will not receive workload exceptions for committee or administrative assignments unless approved by Deans Council.

Instructional Workload Formula

The load for courses will be calculated using the following formula, which is taken from the Regents’ S11 policy:

$$\text{Course Credit Hour} + (\text{Course Contact Hour} - \text{Course Credit Hour})/2$$

In situations where the formula does not adequately represent actual workload, faculty may petition for a load adjustment by submitting the “Snow College Instructional Workload Credit Adjustment Request” to the Dean’s Council. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Dean’s Council and on file in the VPAA’s office.

Non-Instructional Academic Workload

Non-teaching responsibilities of faculty will be categorized as either Non-Instructional Academic Workload or Non Academic Workload. In both of these situations, a 2.5 hour per week formula will be used. Requests for load adjustment or supplemental pay must be submitted to the Dean’s Council using the Snow College Non-Instructional Academic Workload Credit Equivalency or the Non-Academic Financial Compensation Request. Financial compensation will be determined by the dean’s council at a rate comparable to overload pay. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Dean’s Council and on file in the VPAA’s office.

Approved Teaching Load Adjustments

Administrative Reassignment

Deans will receive a half load (15 credits/academic year) reassignment in order to carry out the duties outlined in the Dean Responsibilities document. In cases where the dean also serves as a department chair, the dean will not be given additional load reassignment unless approved by Deans Council.

Department Chairs will receive load reassignment based upon the number of full time faculty members in the department

1-5: A 3 credit reduction each academic year

6-9: A 6 credit reduction each academic year

10+: A 12 credit reduction each academic year

Deans Council will consider additional credit hour reassignments for department chairs in departments where there are an exceptional number (typically more than 9) of adjuncts, concurrent enrollment teachers, TICE teachers, etc. Department chairs can petition the Deans Council for overload pay (for the approved number of credits) instead of credit hour reductions to do the administrative work or, in cases where the 3-credit reduction doesn't correlate well with teaching assignments, a department chair can bank the credit and use it in the next academic year.

Multiple sections: Two or more courses or sections taught at the same hour by the same instructor will count toward workload as one class.

Large courses: In accordance with Regents Policy S11, large classes without TA support and/or additional compensation will be awarded additional credits based upon the following formula.

60-100 = 1.2 per CH (3 CH=3.6 workload; 4 CH= 4.8 workload; 5 CH=5.0 workload)

101-150=1.4 per CH

151-200=1.6 per CH

200+ = 1.8 per CH

Team Taught Integrated Courses: One of two formulas will be used to calculate workload for team taught courses. Courses that classify as team-taught under this

formula will be courses where both instructors are fully engaged the entire semester in the teaching and assessment of the course.

- Merely splitting the course between two or more faculty members does not qualify as team teaching. In those situations, each instructor will be entitled to half the course credits.
- Pairing or linking classes does not qualify as team teaching. In those situations, instructors can apply for a supplemental stipend IF pairing the courses requires a substantive amount of out-of-class team preparation.

Formula 1: When 40 or more students are enrolled in a team taught course, both instructors will receive full credit.

Formula 2: When 18-40 students are enrolled in a team taught course worth 3 or more credits, the instructors will split the course credit and receive 1 CR each of supplemental pay. For 1 and 2 credit hour courses, the instructors will need to submit a syllabus to Dean's Council for supplemental pay determination.

Multiple Adjustments: When awarded workload adjustment under one formula, additional adjustments will not be awarded using another formula. Only one adjustment formula per course—unless approved by Dean's Council.

Adjustment Ceiling: Adjustments and/or exceptions will not exceed 10 credits per semester.

Credit Hours, Contact Hours, and Syllabus: The approved, official syllabus will be used to calculate workload. Courses must be scheduled for the number of contact hours listed on the approved syllabus.

Sabbatical:

I only found two references to sabbaticals on their web site (I couldn't find policies that state eligibility, procedure, etc):

<https://www.snow.edu/general/policies/410%20Advancement%20and%20Tenure%20Policy.pdf>

Policy 410: Advancement and Tenure policy

2.13 Sabbatical: A professional hiatus sanctioned by the College that allows a faculty member to conduct research or teaching outside the faculty member's normal teaching responsibilities at Snow College. The granting of sabbatical leaves is dependent on the College's financial ability to support sabbaticals.

<https://www.snow.edu/general/policies/347%20Special%20Leave%20With%20Pay.pdf>

Policy 347: Special Leaves with Pay (Salaried Employees Only)

2.1. Leaves with pay may be granted to Classified, Executive, Administrative, and Professional staff at rates and conditions comparable to those of the faculty sabbatical- leave schedule upon approval of the President.

Parental leave:

<https://www.snow.edu/general/policies/345%20Sick%20Leave%20Including%20Maternity%20Leave.pdf>

Policy #345: Sick leave including maternity leave

1.0 POLICY

- 1.1. **Employees accumulate sick leave credits at the rate of one day for each month of continuous service.** Full-time employees earn up to 12 days per year. An employee on a nine-(9) month appointment shall accrue nine (9) days of sick leave.
- 1.2. Maximum accumulation of sick leave days will be 130 days. This is the point at which long-term disability can provide salary indemnity.
- 1.3. Employees hired on or before the 15th day of the month, shall accrue one (1) day sick leave for that month. Employees hired on or after the 16th day of the month, shall begin sick leave accrual in the following month. (Calculations will be rounded to whole days. Anyone at, or exceeding, the half-day point (50%), will be rounded up. Anyone below the half-day point, will be rounded down.)

2.0 PROCEDURE

- 2.1. Sick leave is a privilege afforded by the College and is designated to be used and taken when an employee has an illness or injury. Sick leave may be granted for absence from duty because of illness, injury, or temporary disability of a spouse, parent, son, or daughter including a step and/or foster son or daughter.
- 2.2. Sick leave may also be granted for preventive dental or medical care by a qualified dentist or medical practitioner.
- 2.3. Employees who are ill or injured shall report the absence to their supervisor as soon as possible.
- 2.4. Employees who miss three or more days because of an illness or injury must, upon request, provide their supervisor or the Human Resource Office with a physician's statement confirming the illness or injury.

2.5. Unused accrued sick leave will not be compensated when an employee is terminated, resigns, retires, or leaves the College for any reason. If the employee is rehired within 365 days of termination, the sick leave balance at termination will be reinstated. If rehired after 365 days of termination, the sick leave balance becomes zero.

2.6. Employees will complete a leave report by the 7th and supervisors will approve the leave report by the 10th of the following month regardless whether leave is taken in a given month.

2.7. When employees have exhausted all leave, they are in a leave without pay status. Benefits will continue if applicable under the FMLA Policy 13.3.11. Employees will not accrue vacation or sick leave while in leave without pay status. (See Policy 13.3. 4 Leave Without Pay & Policy 13.3.11 FMLA)

2.8. In exceptional cases after all accrued sick leave and earned vacation have been exhausted, extended sick leave may be authorized by the College President.

2.9. Employees who are on leave as a result of a serious health condition of their spouse, sons, daughters, parents, or themselves will be required to use accrued sick leave as part of their "Family and Medical Leave" entitlement (See 13.3.11 Family and Medical Leave Policy).

Policy 349: FMLA

<https://www.snow.edu/general/policies/349%20Family%20and%20Medical%20Leave.pdf>

2.0 PROCEDURE

2.1. Family & medical leave will consist of appropriate accrued paid leave and unpaid leave. If leave is requested for a purpose that also qualifies the employee to use accrued sick leave, the employee must use all of his or her accrued sick leave before the use of unpaid leave. The use of accrued vacation during a family & medical leave is at the option of the employee. Vacation and sick leave will continue to accrue during family & medical paid leave but will not accrue during family & medical unpaid leave. Leave not requested by the employee as family or medical leave may be considered by the College as family or medical leave qualifying and therefore deemed as family or medical leave, i.e., worker's compensation.

2.6. Where both spouses are employed by Snow College, they are entitled to 12 weeks each because of a serious health condition of their child (dependent under age 26 and unmarried), their spouse, their natural parent or legal guardian, or themselves. However, they are only entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care.

Policy #351: Birth and Adoption Leave

<https://www.snow.edu/general/policies/351%20Birth%20and%20Adoption%20Leave.pdf>

1.0 PURPOSE

1.1. This policy is intended to provide full-time Eligible Employees with **10 working days of paid leave upon the birth or adoption of a child or the placement of a foster child with an Eligible Employee.**

3.0 POLICY

3.1. Eligible Employees who meet all the requirements in this policy will receive 10 extra days of leave upon the birth or adoption of the Eligible Employee's child or the placement of a foster child with an Eligible Employee to care for and bond with the child. This leave will be subject to the conditions and limitations set forth in this Policy.

3.2. No other employees, including Part-Time Staff Members, Temporary Employees, or Adjunct Faculty, are eligible for Birth and Adoption Leave.

3.3. Birth and Adoption Leave may be used only for the Eligible Employee's own child, it cannot be used for grandchildren or other children even if an Eligible Employee is a de facto parent to that child.

3.4. This Policy is intended to work in concert with Policy 349: Family and Medical Leave Act Policy and the College's obligations to reasonably accommodate employees. All employees are entitled to the minimum protections granted by law by the FMLA and disability law and this Policy shall be interpreted and applied consistent with those protections.

4.0 PROCEDURES

4.1. The employee should give their Immediate Supervisor at least 30 days' notice of their intent to take Birth and Adoption leave when possible. Failure to provide 30 days' notice may result in the employee's request for birth and adoption leave being denied.

4.2. Birth and Adoption Leave is offered in addition to any other leave available to the employee.

- 4.3. Birth and Adoption Leave may not be used before the birth or actual adoption of a child. Other leave may be used before or after the birth if the employee qualifies under the FMLA and other College leave policies but Birth and Adoption Leave is intended to provide extra time to bond and care for a newborn or adopted child or foster child so it must be used only after the birth, adoption or placement.
- 4.4. Birth and Adoption Leave may be used for 10 consecutive working days or on an intermittent basis as agreed upon in writing with the Immediate Supervisor.
- 4.5. Birth and Adoption Leave must be used within 30 calendar days of the birth, adoption or placement of a child.

UVU

Faculty workload:

UVU follows r458 of USHE guidelines. (<https://www.uvu.edu/academicaffairs/academicit/faculty-workload.html>)
(<https://ushe.edu/ushe-policies/r485-faculty-workload-guidelines/>)

R485-3. Policy

4.1. Average Teaching Workload: The institutional average teaching workload for full-time faculty shall be as follows:

4.1.1. At Research/Teaching universities, 18 credit hour equivalents each year, or 9 credits each semester. Recognizing the diverse mix of teaching assignments that require differing levels of preparation, it is expected that faculty contact hours in credit-bearing teaching activities shall average approximately 10 hours per week.

4.1.2. At Metropolitan/Regional universities, 24 credit hour equivalents each year, or 12 credits each semester. Recognizing the diverse mix of teaching assignments, faculty contact hours in credit-bearing teaching activities at Metropolitan/ Regional universities shall average approximately 13 hours per week.

4.1.3. At State and Community colleges, 30 credit hour equivalents each year, or 15 credits each semester. Recognizing the diverse mix of teaching assignments, faculty contact hours in credit-bearing teaching activities at State and Community Colleges shall range from about 16 to 19 hours per week, depending on the mix of lower division transfer and applied technology programs at the institution.

UVU take on USHE:

<https://policy.uvu.edu/getDisplayFile/5991e4a30e5bd70a058e3124>

<https://www.uvu.edu/academicaffairs/academicit/docs/faculty-workload-formulas.pdf>

<https://www.uvu.edu/academicaffairs/academicit/docs/faculty-workload-arts-examples.pdf>

UVU Workload Equivalents for Reassigned Time (ACHE and GCHE)

(4.2.6 Faculty members shall not have greater than 20 WCHE in a given semester and shall not have greater than 40 WCHE for the academic year)

NOTE:

ICHE Instructional Credit Hour Equivalent

ACHE Academic Credit Hour Equivalent

GCHE Governance Credit Hour Equivalent Non-instructional Workload

Add them all up to get total Workload Credit Hour Equivalent

Variables & Operations Used in Calculations • Section instructional method codes (lecture, lab, independent study, etc.) • Class size* • Instructor % of responsibility (team-taught?) • Groups cross-listed sections together as one • Credit and contact hours (cannot be zero) • Lesson length for School of the Arts private lessons *If enrollment = 1, then independent study formula is applied no matter the section schedule type.

USHE Workload Formulas Schedule Type Formula

Lecture, Lab, Lec/Lab* $\text{Base Credit Hours} + ((\text{Contact Hours} - \text{Base Credit Hours}) / 2)$

INV (Individualized) $(\text{Enrolled} * \text{Base Credit Hours}) / 10$

SUP (Supervised Remotely) $(\text{Enrolled} * \text{Base Credit Hours}) / 20$

OPR (Performance Ensemble – Arts) Base Contact Hours are used

OPL & OLN (Private Lessons – Arts) OPL: $(\text{Enrolled} * 2/3)$ OLN: $(\text{Enrolled} * 1/3)$

THE (Thesis) $(\text{Enrolled} * \text{Base Credit Hours}) / 6$

DIS (Dissertation) $(\text{Enrolled} * \text{Base Credit Hours}) / 3$

*This formula is used most often.

USHE Enrollment Multiplier If Enrollment is... Then multiply ICHE by...

1-60 1

61-100 1.2

101-150 1.4

151-200 1.6

201 or greater 1.8

ICHE Logic • If section is x-listed, then total enrollments of all sections in group • Use appropriate formula based on schedule type • Apply Enrollment Multiplier • If x-listed, split ICHE among sections proportionate to share of total enrollment • Apply instructor % responsibility to ICHE

Faculty Sabbatical Leave:

!!April 1 - Final date Candidate submits Sabbatical Leave Request to Department Chair for the following Spring Semester (Nov 15 for following Fall).

<https://www.uvu.edu/policies/manual/>

A paid leave of absence for one or two semesters,

4.1.2 The basic eligibility criteria are tenure and six years of academic service in a full-time faculty position at UVU.

4.1.5 Upon recommendation of the department chair, the dean, and the Senior Vice President of Academic Affairs, the President may waive the basic eligibility criteria when, in their judgment, unusual conditions exist which justify granting a sabbatical leave.

4.1.6 Sabbatical leaves are approved by the Board of Trustees

4.4.2 For a one-semester leave, the recipient shall be compensated 100 percent of their annual base salary, prorated for one semester.

4.4.3 For a two-semester leave, the recipient shall be compensated 80 percent of their annual base salary.

4.5.1 Upon the conclusion of a sabbatical leave, the recipient shall file a report of his or her activities during the leave, including a summary of the benefit resulting from the leave. This report shall be distributed to the department chair, dean, and Senior Vice President of Academic Affairs.

4.6.1 The recipient of a sabbatical leave must return to service at UVU for a period of time equal to the length of the leave.

(Candidates shall be notified within ten business days of the decision of the Board of Trustees according to the dates in the table at the end of this document. In cases of denial, **candidates shall be informed of the reasons for the denial**, so they may better prepare future applications.)

Eligibility:

3.1 Academic service: Cumulative time since the start of the date of hire or the amount of time since the completion of the last sabbatical leave.

4.2.1 During or after the sixth year of academic service, faculty members may apply for one or two semesters of sabbatical leave for the following academic year. **A minimum of six years shall elapse** between sabbatical leaves regardless of the length of the leave unless extraordinary circumstances are deemed to exist by the department chair, dean, and Senior Vice President of Academic Affairs.

Faculty/Staff Family leave:

https://www.uvu.edu/hr/docs/benefitforms/did_you_know_parental_leave.pdf

Utah Valley University (UVU) offers full-time, benefits-eligible employees who give birth and provide medical certification, **six (6) weeks of continuous paid medical maternity leave** due to the medical necessity of recovering from childbirth. Full-time, benefits-eligible employees are also eligible for ten (10) days of paid parental leave upon the birth or adoption of a new child (also known as maternity leave, paternity leave, or birth leave). New parents, of any gender, are eligible for paid parental leave, which can be used in any approved increments within six months of the birth or adoption of a new child. In accordance with the **Family Medical Leave Act (FMLA)**, **UVU provides eligible* employees up to twelve (12) weeks of unpaid job and benefit protected leave. At UVU, unpaid FMLA protected parental leave runs simultaneously with the use of other paid accrued leave (Medical Maternity, Parental, Sick, Vacation, and Personal Leave).** Through the joint use of FMLA and accrued paid leave, UVU employees are provided the possibility of continued income while caring for and bonding with a new child. FMLA leave must be approved through Human Resources.

Dixie State

Faculty workload:

<https://dixie.edu/wp-content/uploads/formidable/52/635.pdf>

<https://dixie.edu/wp-content/uploads/formidable/52/633.pdf>

According to dean of engineering:

Workload depends on the type of faculty member you are.

Fulltime tenure track faculty are 27 credits (12 credits fall; 12 credits spring; 3 credits in workload release for service/scholarship/community)

Instructors of the Practice are 30 credits (15 fall; 15 spring)

Faculty Sabbatical Leave:

<https://dixie.edu/wp-content/uploads/formidable/52/634.pdf>

Proposals for Sabbatical Leave must be submitted to the chair of the **Faculty Professional Development Committee by October 15** to be considered for the subsequent academic year.

5.2.1 A faculty member who is awarded a Sabbatical or Educational Leave may not submit an application for Sabbatical Leave for at least six (6) years after the end of the previous leave.

5.2.2 Sabbatical Leave may not be used for the purpose of obtaining a terminal degree in one's discipline of appointment. (See Educational Leave below.)

A faculty member may be awarded up to 75% of his/her annual base salary for a two semester Sabbatical Leave, and up to 75% of half of the annual base salary for a one semester Sabbatical Leave.

5.7 Post Award Requirements

5.7.1 A written report to the faculty member's department chair and dean and the Vice President of Academic Services must be submitted not more than 60 days after the end of the Sabbatical Leave.

5.7.2 An oral report to the Board of Trustees is required.

5.7.3 A presentation to the University community is required in order to formally disseminate the knowledge and/or skills gained through the Sabbatical Leave. The presentation must take place not later than the end of the academic year following the leave.

5.7.4 At the conclusion of a Sabbatical Leave, the faculty member is required to return to the University and serve for a length of time at least equal to the sabbatical period or the salary and benefits or s/he will be contractually obligated to repay the University an amount equal to the salary received and the cost of employee benefits received from the University while on Sabbatical Leave.

VII. Educational Leave 7.1 Education Leave is funding awarded at the University's discretion to cover full or partial salary and benefits for a post-probationary faculty member to earn a terminal degree in the faculty member's field of appointment in situations where a program has insufficient terminally-degreed faculty and assisting a current faculty member to obtain a terminal degree is more effective for the University than hiring an additional or new terminally-degreed faculty member. The faculty member on educational leave can be excused from all or some of his/her faculty duties during the Educational Leave. A written agreement between the University and the faculty detailing specific requirements and expectations as outlined in this policy member is required.

7.9 Post-Award Requirements 7.9.1 An oral report to the Board of Trustees is required after the Education Leave. 7.9.2 At the conclusion of an Educational Leave, the faculty member is required to return to the University and serve for a period of time not less than five (5) years.

7.9.3 If the faculty member does not return to the University and serve for at least five (5) years, s/he will be contractually obligated to repay the University an amount equal to the salary actually received and the cost of all benefits received from the University while on Educational Leave, prorated by the number of years actually served after returning from leave.

Faculty/Staff Family leave:

All employees who meet the applicable time-of-service requirements may be granted a total of twelve weeks of unpaid family leave including accrued paid sick leave (and vacation leave if the employee elects to use vacation leave) combined (during any twelve month period) for the following reasons.

- The birth of the employee's child and in order to care for the child.
- The placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- A serious health condition that renders the employee incapable of performing the functions of his/her job.

MONICA RESPONSIBLE→

[Boise State University, Idaho](#)

Faculty workload: <https://www.boisestate.edu/policy/academic-affairs-faculty-administration/policy-title-workload-for-tenured-and-tenure-track-faculty/>

Workload For Tenured And Tenure-Track Faculty (Policy 4560) Effective Sept. 2006, Last revised Dec. 2012

2. Policy Statement

Professional expectations of all faculty members include teaching, scholarship, and service. While advising is generally integrated into all of these activities, any workload assigned for specific advising duties, such as undergraduate advising coordinator, shall be placed in the category of service.

The distribution of effort amongst teaching, scholarship, and service may vary amongst faculty members and semesters. However, the distribution of effort should always balance the scholarly and service interests of individual faculty members with their responsibility to deliver academic programs of high quality. **This variation in the distribution of faculty effort is desirable because it allows optimization of faculty contributions to deliver high-quality academic programs.**

4. Responsibilities and Procedures

4.1 General Distribution Requirements

a. Baseline professional expectations for all faculty members include teaching, service, and peer-reviewed scholarly activities. Unless otherwise defined in college or department-specific workload policies, **the standard teaching assignment is three, 3-credit courses per semester (3-3 load), which is generally equivalent to 60% of the total faculty workload.** The remaining workload is generally allotted to scholarship and service.

b. Departments must have a statement in their dean and provost-approved department or college workload policies (see Section 4.3.a.) regarding expected annual scholarly activity for faculty. That policy must contain guidelines for any variance from the standard teaching assignment outlined above. **Any year-to-year variances in the workload of an individual faculty member may be justified through a variety of activities including, but not limited to, work with graduate students and administrative assignments, provided they are consistent with the department policy and are approved by the chair and dean.**

4.2 Workload Value of Teaching, Scholarship, and Service Activities

4.2.1 Total Workload

The course load for an individual full-time faculty member may vary from the fall to spring semester of an academic year based on scholarly activity, service, and other needs of the department. The department chair and college dean must approve the annual distribution of course loads for faculty who deviate from the departmental standard teaching responsibility.

Below are guidelines for assigning workload to teaching activity. Workload value associated with scholarship and service activity shall be defined in the college and/or department workload documents. The percentage of workload assigned to teaching, service, and scholarship must sum to 100%.

4.2.2 Lecture Courses: A three-credit undergraduate lecture course is normally identical to one of the three courses assigned each semester. **An adjustment (increase or decrease in units) may be used by a department to take into account additional factors that significantly impact effort, such as large enrollment, service learning requirements, hybrid or online delivery, or help from graduate assistants, provided such adjustments are outlined in college or department-specific workload policies.**

4.2.3 Laboratory and Clinical Courses

A laboratory course generally has more contact hours than credit hours. **The course load value assigned to laboratory and clinical courses shall be outlined in the dean and provost-approved department workload policies. Those values will vary with the number of contact hours and other factors.** For example, the workload associated with laboratory courses vary with the nature and level of the course. The course load value assigned to laboratory and clinical courses should be consistent with that used to determine rates of pay for adjunct faculty, if applicable. If a specialized accrediting body places limits on the teaching of laboratory and clinical courses in

a particular program, these limits must be respected by those college and department policies.

4.2.4 Other Courses

The University offers many undergraduate and graduate courses not easily classified as lecture, laboratory, or clinical courses. The course load value assigned to each of these types of courses is determined by each department, subject to constraints imposed by the policies of the department and college.

4.2.5 Graduate Culminating Activities

Effort expended by a faculty member on graduate culminating activities (e.g., thesis, project, dissertation) is included as part of the annual teaching assignment, but only to the extent the culminating activities are represented by registered academic credits. The course load value assigned to a graduate culminating activity shall be outlined in the department or college workload policy.

4.2.6 Departmental Administrative Assignments

Departmental administrative assignments (e.g., chair, director, coordinator) during the academic year are included in the service activities. **The reduction of teaching assignments based on administrative assignments is determined by each department with the dean's approval and subject to constraints imposed by the policies of the department and college.**

4.3 Development of Workload Policies and Procedures within the Colleges and Departments

- a. **Each college and department is responsible for developing and maintaining a written workload policy that defines annual professional expectations and outlines the process for any variance from the standard teaching assignment defined in Section 4.2.** College and department-specific workload policies must be approved by the college dean and provost, as well as any changes to such policies over time. There must be consistency within the hierarchy of policies and procedures. The department policies and procedures must be consistent with (and in some cases identical to) the college policies and procedures, and the college policies and procedures must be consistent with University policy.
- b. At minimum, the policies and procedures developed by a department must require the following: (1) uniform application to all faculty members of the department; (2) for each faculty member, joint development (by the faculty member and department chair) of an annual written professional expectation document that is approved by the department chair and subject to review by the college dean; (3) linkage of the annual workload description to the annual faculty evaluation; and (4) definition of a mechanism for implementing workload modifications during the academic year as the need arises.
- c. If the annual professional activities of an individual faculty member and/or collective faculty within a department/unit are inconsistent with this policy, the appropriate chair, dean, or provost will re-examine the professional expectations and bring them into conformity with this policy. Following this review, if necessary, adjustments will be made in resources to the department, in

faculty compensation and/or in workload balance.

d. The faculty workload for a given academic year must be documented according to the guidelines in Section 4.6 and filed with the office of the dean prior to the start of the fall semester.

4.4 Workload Assignment in the Case of a Salary Buyout

As described in University Policy 6100 (Allocation and Distribution of Recovered Facilities and Administrative Costs), a faculty member can be paid (in whole or in part) by a sponsored project during an academic year under an arrangement known as “salary buyout.” In the case of a salary buyout, the professional expectations of the faculty member will remain in place for the academic year, but the workload distribution shall include a redistribution of professional activity based on the terms of sponsored project, and it may not be possible to meet the distribution requirements amongst teaching, scholarship, and service stated in Section 4.2. The total academic year salary of the faculty member paid by the sponsor must be consistent with the effort assigned to the sponsored project.

4.5 Exceptions

This policy does not apply to faculty members on sabbatical leave, military leave, family medical leave, or sick leave.

4.6 Guidelines for Documentation of Faculty Workload

a. Documentation of faculty workload assignments for the upcoming academic year must be submitted to the dean prior to the start of the fall semester. Such documentation shall include the following items:

- a. The percent of total workload assigned to teaching, scholarship, and service.
- b. An explanation for any teaching assignment that is lower than the standard assignment of three, 3-credit courses per semester.
- c. The course designation and course load value assigned for each course taught, if available. If specific course assignments for the following year have not been made, this information should be submitted to the dean when it is available.
- d. An indication if the course is team-taught with another member of the faculty.

Any subsequent adjustments to a faculty member’s assigned workload are subject to approval by the department chair and dean.

Faculty Sabbatical Leave (Policy 4400):

<https://www.boisestate.edu/policy/academic-affairs-faculty-administration/policy-title-faculty-sabbatical-leave/>

2. Policy Statement

A sabbatical leave is awarded to provide time and resources for tenured faculty members to revitalize themselves in order to become more effective teachers and scholars and to enhance their services to the University.

The purpose(s) for which a sabbatical leave may be granted include: research, scholarship, writing, or professional/artistic development; enhancing teaching, course and curriculum development; attendance at classes, symposia, or seminars; and/or other well-defined purposes.

The selection of the applicants to receive sabbatical leaves is based on the merit of the proposed use of the sabbatical leave time. The Boise State University Sabbatical Committee will evaluate the applications and notify the Provost and Vice President for Academic Affairs (the Provost) those recommended for approval. Final approval of sabbatical leaves and funding allocation rests with the Provost. In the event that insufficient sabbatical funds are available the Provost may ask the Sabbatical Committee to prioritize the Committee-approved applications.

3. Responsibilities and Procedures

3.1 Sabbatical Leave Guidelines

3.1.1 Eligibility

a. Applications for sabbatical leaves are considered only from tenured faculty members or those who will have tenure at the time of sabbatical leave.

b. A faculty member is eligible for an initial sabbatical leave after six (6) years of full time service at Boise State University.

c. According to Idaho State Board of Education Policy II. G. Human Resources, Faculty may not count service at other institutions toward their service time at Boise State University when applying for Sabbatical Leave.

d. Faculty who have been awarded a sabbatical leave are eligible for a subsequent sabbatical after six (6) additional full-years of service have been rendered.

3.1.2 Conditions

a. Sabbatical leaves may be granted for a period of two semesters or 12 months at 65% pay or for one semester or six months at full pay. The semester or month pattern of sabbatical leave is determined by the academic or annual appointment base of the faculty member. For those on sabbatical leave for one semester or six months, the existing retirement annuity arrangements will continue unchanged. For those on sabbatical leave for two semesters or 12 months, the retirement program is as follows: the individual will be classified as a full-time employee at a reduced rate of pay, and the deduction for retirement contribution will be prorated.

b. The university will provide funds for support for temporary replacement instructional staff at a rate consistent with the adjunct salary rate for up to nine (9) credits per semester when the sabbatical leave is for one semester, and up to eighteen (18) credits per year when sabbatical leave is for a full year. Instructional replacement cost for full-year sabbaticals cannot exceed the lesser amount of either 35% of the faculty member's nine month salary or Lecturer rates.

c. Sabbatical leaves for faculty on academic appointment do not begin until the end of the academic year in which the application has been made and approved.

d. A faculty member on sabbatical leave is relieved from all teaching, research, administrative functions, and committee work for the leave period so that full time may be devoted to the purpose for which the leave is granted.

- e. A faculty member is encouraged to seek supplementary grants or other awards while on sabbatical leave, provided they are routed through normal university channels and do not interfere with the stated purposes of a faculty member's sabbatical program. Supplemental funding from a university appropriation, not to exceed 100% of salary, may be granted for unusual circumstances with approval from the provost.
- f. With the exception of a tenure track appointment at another institution, a faculty member on sabbatical leave may accept additional employment that does not interfere with the stated purposes of a faculty member's sabbatical program.
- g. Sabbatical leaves cannot be granted when the ongoing program of instruction or research will be jeopardized. Because administrative supervisors must attest to the ability of the academic unit to adjust the responsibilities of the person on sabbatical leave, applications must be forwarded in accordance with deadlines in II-D.
- h. If, after a sabbatical leave has been awarded, significant changes are to be made in objectives, locations, or other important aspects of the project design, these changes must be approved by the faculty member's department chair, Dean, and Provost.
- i. A person receiving a sabbatical leave may be required to postpone it to a subsequent fiscal year at the university's request.
- j. A person who has been granted a sabbatical leave may request to delay that leave into the next fiscal year; such requests shall be sent to the Provost for consideration.**
- k. A faculty member receiving a sabbatical leave must return to active duty as a member of the faculty for a period of at least one (1) academic year after the completion of the sabbatical. A faculty member who fails to return for at least one academic year without approval from the Provost is required to repay all or part of the salary and benefits received while on leave. Repayment must comply with all state and federal laws and regulations related to insurance premiums, tax withholding, payroll taxes, and retirement plans.
- l. A person accepting a sabbatical leave remains a university employee and is bound by all university policies.
- m. Within one month of the start of classes in the semester of their return to the university, the faculty member must submit a written report of sabbatical activities and accomplishments to their department chair. The report must (a) state proposed goals and a summary of work completed toward the goals and (b) contain information on how the new knowledge will be utilized in continuing his /her institutional responsibilities and any other benefits to the university as a result of the sabbatical leave. The [Post Sabbatical Leave Report Approval Form](#) must be attached to the front of the written report. A copy of this form appears below. Upon receipt of the approval form and report, the department chair will review the report. Acceptance of the report will be acknowledged by signing the approval form. The approval form and report will be forwarded to the Dean. Providing there is concurrence with the Chair's review, the Dean will sign the approval form and will forward the approval form and report to the Provost for review. If accepted, the Provost will sign the approval form and forward the approval form and report to the University Library for placement in the Archives. The University Archivist will return a signed copy of the final report approval form back to the faculty member. This form will be returned to the faculty member within one month after submission of the report.
- n. Unacceptable reports will be returned to the faculty member for modification.

o. The faculty member will not accrue time toward another sabbatical until an acceptable report has been processed and placed in the University Archives. The faculty member must make sure the required approval and reporting steps have been completed.

Faculty leave for Birth/Adoption and Workload Release (Policy 7265):
<https://www.boisestate.edu/policy/human-resources/faculty-parental-leave-plan/>

2. Policy Statement

Boise State University recognizes the unique needs of faculty who teach who must balance research, teaching, and parental obligations. The University, as well as the individual, benefits from arrangements that help faculty pursue their academic careers while raising a family. A Faculty Administrative Leave and Workload Release Plan provides continuation of pay and benefits for faculty during times of adoption or birth of a child.

3. Definitions

3.1 Administrative Leave

For the purposes of this policy, six weeks paid time off related to birth or adoption. During Administrative Leave, faculty have no professional responsibilities to the University.

3.2 Workload Release

An exemption from teaching available to eligible faculty. During this Release, faculty will attend to other reduced workload responsibilities as per department/unit policy.

4. Responsibilities and Procedures

4.1 Eligibility

Applies to full-time faculty who teach including tenured and tenure-track faculty, librarians, clinical faculty, research faculty, lecturers, and instructors who are the parent of a newborn child, or who have adopted a child of any age.

a. Faculty will return to full workload for a period of at least one (1) year after Administrative Leave and Workload Release.

b. Administrative Leave for Two Parents. The University will grant all eligible faculty employees Administrative Leave and Workload Release.

4.2 Administrative Leave

a. All eligible faculty will automatically receive Administrative Leave related to the birth or adoption of a child. If faculty wish to take additional time off, they may use their personal sick leave or apply to use shared leave, in order to take up to six additional weeks off. FMLA must be used concurrently with Administrative Leave when applicable. See also University Policy 7230 (Family Medical Leave Act).

b. Any eligible Faculty who give birth or adopt in the summer may take Administrative Leave in the fall semester.

4.3 Workload Release

- a. A faculty member with teaching responsibilities who is otherwise eligible for Administrative Leave is entitled to relief from teaching responsibilities with no loss of pay or benefits.
- b. Workload Release includes one full teaching load release during any single semester. It also includes a reduction of other duties (such as advising, departmental service, and committee work) for the entire semester.

4.4 Workload Release Timing

The faculty member shall work with their department and Dean to determine whether the Workload Release is applied to the semester in which the birth or adoption occurs, or in the following semester.

4.5 Other Considerations

- a. Teaching that would otherwise be carried out during the Workload Release period may not be shifted to other semesters against the wishes of the person taking such paid leave.
- b. The University will continue to pay the employer's share of the cost of fringe benefit programs such as health care insurance, group life insurance, etc. on behalf of the employee. This does not apply to off-contract periods.
- c. Optional Part-time Status: Tenure track faculty may request a temporary part-time appointment under exceptional circumstances due to Administrative caregiving responsibilities. See University Policy 4215 (Part-Time Tenure-Eligible Faculty) to review details for such a request.

4.6 Tenure Clock

When paid Administrative Leave is granted for non-tenured tenure-track faculty, a one-year extension of the tenure probationary period will be automatically granted. Faculty may opt out of the automatic extension by requesting to seek tenure and promotion on the original timeline.

4.7 Administration of Leave

It is the Department's responsibility to create the written plan for staffing the period of Administrative Leave and/or Workload Release. Development of this plan can be done in consultation with all parties. When possible, the plan should be submitted in advance of the semester in which the birth or adoption is anticipated to occur and requires approval by the College Dean. Ultimately the faculty member's supervisor, not the faculty member, is responsible for developing the staffing plan for the period of Administrative Leave and/or Workload Release. The Dean's office will maintain a file with these plans for reference and to ensure consistency over time.

[Clarion University of Pennsylvania](#)

Note: collective bargaining agreement expired June 2018, was renewed for 1 year until June 30, 2019. Haven't found new agreement posted online yet.

Collective bargaining agreement:

http://www.passhe.edu/inside/HR/LR/Documents/apscuf_agr.pdf

1-year extension: http://www.passhe.edu/inside/HR/LR/Documents/apscuf_agr2.pdf

Workload:

Article 23: WORKLOAD AND WORKLOAD EQUIVALENTS

A. ACADEMIC FACULTY

1. Teaching FACULTY

a. Workload Hours

For all ACADEMIC FACULTY MEMBERS, the full workload for the academic year shall not exceed twenty-four (24) workload hours (with twelve (12) workload hours as standard for a term). In no event shall more than fifteen (15) workload hours be assigned in any one (1) academic term unless overload as provided for in this Agreement is paid. Laboratories, studios, clinics, and field and activity courses shall be equated on the basis of three (3) contact hours being equal to two (2) workload hours for that period of time which is actually spent in such work. Where such types of courses also include lecture hours, each hour of scheduled lecture is to be considered a workload hour.

However, each contact hour in laboratories in chemistry, biology, physics, allied health science and earth science shall be assigned one (1) workload hour.

b. Preparations

No more than three (3) preparations per academic term shall be assigned unless such additional preparations are compensated in accordance with the formula contained in Article 25, Section B. Preparations shall be defined and assigned in accordance with the definition of preparation contained in Article 25, Section B. However, where an overload course(s) is assigned in accordance with subsection 1.a. above, the additional courses(s) assigned may carry an additional preparation(s).

c. Office Hours

Full-time teaching FACULTY MEMBERS as defined in this Article shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students. Teaching FACULTY MEMBERS not defined as full-time, shall maintain a prorated number of office hours each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times and locations as will accommodate the needs of the students. The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students.

d. Graduate Teaching

A FACULTY MEMBER who teaches graduate courses shall have the following considered a maximum full workload in any academic term beyond which overload shall be paid:

- (1) Nine (9) workload hours if only graduate courses are taught; or
- (2) Twelve (12) workload hours for any combination of graduate and undergraduate courses involving less than nine (9) workload hours of graduate courses. Supervision of one (1) Master's thesis shall be equated with one-third (1/3) of a workload hour.

Commented [2]: This section is from the collective bargaining agreement for the Penn system. I couldn't find anything on Clarion's web site on this except a link to the collective bargaining agreement.

Supervision of one (1) Doctoral dissertation shall be equated with one (1) graduate workload hour.

e. Internships/Cooperative Education

(1) A University supervisor of student interns or cooperative education students shall supervise a maximum of seventy-two (72) students during a year.

(2) When an ACADEMIC FACULTY MEMBER carries a mixed load of teaching and supervision of student interns/cooperative education students, the ACADEMIC FACULTY MEMBER'S workload shall be calculated on the basis of each student intern/cooperative education student being equivalent to one-third (1/3) of a workload hour.

(3) No workload hour equivalent shall be granted unless the internship program/cooperative education program has been approved by the Curriculum Committee and the President.

f. Supervisors of Student Teachers

(1) A University supervisor of student teachers shall supervise up to a maximum of forty (40) student teachers during a two (2) semester academic year, and be responsible for practicum, where applicable. The maximum shall not exceed twenty (20) student teachers during any one

(1) semester of the academic year. In making an actual assignment, the President or his/her designee shall, in consultation with the student teacher supervisors, take into consideration the number of schools involved and the distances required to be traveled from one school to another by the student teacher supervisor.

A student teacher supervisor's actual schedule of days to be worked during the academic year shall be determined by the President or his/her designee. It is contemplated that such days shall not necessarily be limited by the University calendar, but rather, the President or his/her designee shall take into consideration the needs of student teachers being supervised and of the school district(s) involved.

(2) Workload for student teacher supervisors when carrying a mixed load of teaching and supervision of student teachers shall be calculated on the basis that each student teacher assigned shall be equivalent to .600000 workload hour.

(3) FACULTY MEMBERS assigned full-time to supervision of student teachers shall be available for office consultations for five (5) hours per week. The place of the office consultation may be the school where the student is assigned, provided that this arrangement is approved by the appropriate Dean prior to each academic semester assignment.

(4) A student teacher supervisor shall be provided with a vehicle when available in accordance with STATE SYSTEM/UNIVERSITIES regulations. When a STATE SYSTEM/University vehicle is not available, he/she must use his/her own vehicle, and he/she shall be reimbursed pursuant to Article 32, TRAVEL EXPENSES.

(5) A student teacher supervisor who is customarily and regularly required by the STATE SYSTEM/University to travel fifteen (15) miles or more from his/her regular campus or work site, and whose work assignment requires that he/she remain away therefrom during his/her normal lunch period, shall be reimbursed for actual out-of-pocket lunch expenses not to exceed, including sales tax, two dollars and thirty-five cents (\$2.35).

2. Library FACULTY

a. Subject to the provisions hereof, all members of the professional library staff shall enjoy full FACULTY status with all the rights, privileges and responsibilities pertaining thereto. For administrative purposes, the professional librarians shall constitute a department.

b. Library FACULTY in the performance of their duties shall be scheduled for no more than thirty-five (35) hours per week, and Library FACULTY also shall be expected, as are other FACULTY MEMBERS, to assume committee assignments and other campus responsibilities.

c. A Library FACULTY MEMBER'S schedule shall be based on library needs as determined by the President or his/her designee in consultation with members of the Library FACULTY.

d. APSCUF shall conduct an election among all of the members of the Library FACULTY to designate a chairperson who shall act in a representational role for the department. The chairperson shall reflect the view of the members of the Library FACULTY in their consultations with the President or his/her designee on matters of appointment of FACULTY, renewal and non-renewal of FACULTY, FACULTY development and evaluation, promotion, tenure and Library FACULTY MEMBER'S schedules.

[...]

3. Laboratory School FACULTY

a. Laboratory school FACULTY shall have FACULTY status and rank in the same manner as any other FACULTY MEMBER.

b. Laboratory school FACULTY'S workload and academic year assignments shall be made by the President or his/her designee in consultation with the laboratory school FACULTY and shall be consistent with the needs of the students in the laboratory school and the requirements of the school district(s) involved. Laboratory school FACULTY shall be expected, as are other FACULTY MEMBERS, to assume committee assignments and other campus responsibilities.

c. Laboratory school FACULTY shall have a lunch period of at least one-half (1/2) hour, which shall be free of all other duties.

d. By mutual consent, evidenced by a written document duly executed by the parties to this Agreement, the provisions of this Section may be modified or changed at local meet and discuss.

4. ACADEMIC FACULTY MEMBERS whose basic responsibilities lie outside of the classroom setting shall have their weekly workload equated to the workload hour provisions of Section A.1.a. of this Article. Any teaching performed by these FACULTY MEMBERS shall be prorated on that basis and they shall be paid overload in accordance with Article 25, OVERLOAD, or their nonclassroom responsibilities shall be proportionately reduced.

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B. ADMINISTRATIVE FACULTY

1. ADMINISTRATIVE FACULTY who are on academic-year contracts shall not have to be present on campus during periods when the UNIVERSITIES are not in session unless they have specific assigned professional responsibilities. The assignment of such responsibilities shall be based on the needs of the University as determined by the President or his/her designee in consultation with the ADMINISTRATIVE FACULTY MEMBERS.

2. The President shall make appropriate workload reduction for those ADMINISTRATIVE FACULTY MEMBERS who are assigned to teach a course in accordance with Article 7, PERFORMANCE OF BARGAINING UNIT WORK. ADMINISTRATIVE FACULTY MEMBERS

may also be assigned overload pursuant to Section C. of this Article and Article 25, OVERLOAD, Section A., for teaching courses outside of their regularly scheduled work day.
3. ADMINISTRATIVE FACULTY MEMBERS in this unit shall not be subject to any workload or overtime compensation provisions contained in this Agreement, except as provided in the last sentence of Section B.2. above.

C. Mixed Workloads

The workload for FACULTY who perform mixed work assignments shall be calculated on a proportional basis, using the appropriate workload definitions for the type of work performed. Any workload equivalents granted in this Agreement will be equated to workload hours for load purposes.

[...]

E. Directing Music Activities

In developing a plan for granting workload equivalents for directing music activities, a distinction is to be made between a music school in which a given activity is part of the regular instructional program in the music curriculum, and a non-music school in which the activity is actually extracurricular or outside the curriculum.

1. If the activity is recognized as part of the regular curriculum, the director shall be granted workload equivalents under the plan adopted for determining teaching workloads for classroom or laboratory instruction.

2. If a music activity is actually extracurricular, the following workload equivalents shall be granted: (see table in original, pp. 82-83)

G. With respect to Sections E.2. and F. above, the President or his/her designee shall determine the amount of time to be spent on the activity by the FACULTY MEMBER each week, and the FACULTY MEMBER shall have the right to choose between the workload equivalent alternatives.

H. Instead of offering a workload equivalent to the FACULTY MEMBER for any of the above, the President or his/her designee shall have the right, in consultation with the FACULTY MEMBER and APSCUF, to assign the work on an overload basis.

I. The President or his/her designee shall have the right to increase, in writing, the workload equivalents listed in Sections D., E., and F. of this Article. These increases shall be presented for informational purposes at local meet and discuss.

J. Workload equivalents not identified in the Collective Bargaining Agreement may be granted, in writing, by the President of the University or his/her designee and shall be presented for informational purposes at local meet and discuss. Such workload equivalents will be equated to workload hours for load purposes. The acceptance of such assignments shall be voluntary.

K. Calendar

If a calendar system other than the two (2) academic term systems of fifteen (15) teaching weeks each is established by appropriate means during the term of this Agreement, a mathematical equivalent shall be established for the above workload requirement.

L. 1. The State President and the Vice-President of APSCUF shall each receive up to a 100% workload reduction. APSCUF shall reimburse the STATE SYSTEM/UNIVERSITIES for all salary, benefits and related costs arising from this arrangement.

2. The local President of APSCUF shall receive a minimum of a 25% workload equivalency per semester. Existing workload equivalencies in excess of 25% shall not be reduced under this contract.

M. The parties shall Meet and Discuss during the term of this Agreement at the state level aspects of this Article that are of mutual interest.

Sabbatical leave:

http://www.passhe.edu/inside/HR/LR/Documents/apscuf_agr.pdf pp. 48-51

Article 18: LEAVES OF ABSENCE

1. A leave of absence for a period not to exceed eighteen (18) University calendar weeks with full pay in accordance with current scheduling practice, or a leave of absence for a period not to exceed thirty-six (36) University calendar weeks with half pay, in accordance with current scheduling practice, for restoration of health, study, travel, or other appropriate purposes, may be requested by a FACULTY MEMBER and may, at the discretion of the President, be granted to any FACULTY MEMBER of any University who has submitted a request for consideration for a sabbatical leave and who has completed seven (7) or more years of satisfactory service as a FACULTY MEMBER of one (1) or more of the UNIVERSITIES, as specified below. Library FACULTY MEMBERS who were granted ACADEMIC FACULTY rank shall accrue credits towards sabbatical leave only from the date the ACADEMIC FACULTY rank was granted. Sabbatical leaves granted after March 20, 1997, will be based primarily upon merit. Unused sabbatical leave credit may be considered in the selection process.

2. At least five (5) consecutive years of such service shall have been rendered to the University from which the leave is sought. A FACULTY MEMBER who has been granted an approved leave without pay shall not be deemed to have had his/her consecutive service interrupted; provided, however, that time spent on such leave shall not count as service toward a sabbatical leave nor towards the accumulation of sick leave.

3. If the University operates on a system of units other than semesters, the FACULTY MEMBER may, at his/her option, be granted a sabbatical leave corresponding to one (1) or more of these units so long as the restriction set forth in subsection 1. above, concerning total weeks of sabbatical leave which can be granted in each such leave, is met.

4. One (1) sabbatical leave may be requested, considered and granted in accordance with the procedures set forth in this Article for each additional seven (7) years of service. Leaves shall be accumulated so that no one shall lose entitlement to consideration for a sabbatical leave because of failure to use leave due to scheduling practices at a particular University, but no one shall be entitled to be considered for or use more than thirty-six (36) weeks of the accumulated leave as part of any one (1) sabbatical leave.

5. No FACULTY MEMBER who resigns, or who is retrenched, terminated, or for any other reason leaves employment with the STATE SYSTEM/UNIVERSITIES shall be entitled to request or be considered for the grant of a sabbatical leave. No sabbatical leave shall be granted unless the FACULTY MEMBER shall agree in writing to return to his/her employment with the University for a period of not less than one (1) year immediately following the expiration of such leave of absence. Where a FACULTY MEMBER has requested, been considered for,

been granted and scheduled for a sabbatical leave in accordance with provisions of Section F.1. of Article 29, RETRENCHMENT, and that FACULTY MEMBER thereafter receives a notice of retrenchment in accordance with the terms of that same Article, the FACULTY MEMBER will be entitled to be returned to his/her former position but only for that period of time which precedes the effective date of the retrenchment. Nothing in this Agreement shall prevent the STATE SYSTEM/UNIVERSITIES from providing FACULTY MEMBERS who are on approved sabbatical leaves with notice of retrenchment in accordance with Article 29, RETRENCHMENT.

6. No sabbatical leave of absence shall be considered a termination or breach of the contract of employment and the FACULTY MEMBER on sabbatical leave shall be returned to the same position he/she occupied prior thereto.

7. If a FACULTY MEMBER is granted a sabbatical leave during two (2) summer periods the FACULTY MEMBER shall receive five (5) bi-weekly checks for each of the two (2) summer periods. However, a FACULTY MEMBER granted such a sabbatical leave shall not be eligible for a summer school contract.

8. Every FACULTY MEMBER while on sabbatical leave of absence shall be considered to be in regular full-time daily attendance in the position from which the leave is being taken during the period of said leave, for the purpose of determining the FACULTY MEMBER'S length of service and the right to receive increments as provided by law or contract.

9. Every FACULTY MEMBER on sabbatical leave shall retain the right to make contributions as a member of the State Employees' Retirement System, the Public School Employees' Retirement System, or an Alternative Retirement Plan (see Article 20.C.) and continue his/her membership therein.

10. Nothing in this Section shall be construed to prevent any FACULTY MEMBER on sabbatical leave from receiving a grant for further study from any institution of learning other than the University, which employs him/her.

11. Each University may grant sabbatical leaves of absence in any one (1) year to up to seven percent (7%) of its FACULTY.

12. a. A committee chosen by and from the FACULTY at each University shall receive applications for sabbatical leaves at a time and in a manner which it shall determine and announce. No FACULTY MEMBER shall serve on a departmental or University-wide committee when he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for sabbatical leave. No department chairperson shall make a recommendation regarding sabbatical leave if he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for sabbatical leave. Immediate family shall be defined as spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law. A department chairperson shall not be permitted to participate in the review of any applicants, when he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for sabbatical leave. The department shall select another FACULTY MEMBER in the department acceptable to the department and management to substitute for the department chairperson.

b. The committee shall review applications and forward the full list of applicants, with such recommendations, in priority order, to the President or his/her designee at least eight (8) months before the leave is to commence.

c. Should the President or his/her designee reject in whole or in part the recommendations of the committee, the committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee, but the President shall make and announce his/her decision with respect to the granting of sabbatical leaves not later than six (6) months prior to the beginning of the time when the leave will commence.

d. As authorized by law, the President of each University shall have the right to consider requests for and make the determination concerning the granting of sabbatical leaves as he/she in his/her sole discretion deems appropriate and to make such regulations as he/she may deem necessary to make sure that a FACULTY MEMBER on sabbatical leave utilizes such leave properly for the purpose for which it was granted, including requiring reports from the FACULTY MEMBER in such manner as the President may deem necessary.

e. (1) An individual FACULTY MEMBER shall have the right to grieve, in accordance with the procedures of Article 5, GRIEVANCE PROCEDURE AND ARBITRATION, sabbatical leave decisions but only as to himself/herself and then only with respect to failure to observe the specific procedures set forth above.

(2) APSCUF shall have the right to grieve in accordance with the 50 procedures of said Article 5, with regard to a substantial change in the pattern of granting sabbatical leaves at a specific University.

Additional information on sabbatical leave for Clarion specifically:

<http://www.apscuf.org/universities/clarion/clarion-documents/>

The basic procedures for granting sabbaticals to the university and Sabbatical Leave Committee (SLC) in the Collective Bargaining Agreement between APSCUF and the State System of High Education, Article XVIII, Section A: Sabbatical Leaves. Additionally the following will apply:

1. The Request for Sabbatical Leave of Absence will be available to all faculty members after January 1. Interested faculty members may obtain copies of the form from the chairperson of the SLC. All requests must be submitted in duplicate along with supporting materials as directed by the SLC by 4:30 p.m. on the fourth Monday in March.

The SLC will forward to the Provost, with copies to the appropriate chairpersons and deans, a list of those requesting sabbatical leaves.

2. Each faculty member requesting a sabbatical leave must indicate his/her agreement to return to employment with the University for a period of not less than one (1) year immediately following expiration of the leave. A statement of this effect is contained on the application form which must be signed,

3. Requests for sabbatical leaves are not carried over to succeeding years. All faculty members who wish to renew their request for a sabbatical leave must submit a new request form. In all instances, such requests shall be considered without prejudice.

4. Requests for sabbatical leaves will be reviewed:

a. on the basis of academic and professional merit.

b. on the basis of years of service to Clarion University and the State System of Higher Education in Pennsylvania accumulated toward a sabbatical considering previous sabbatical leaves or academic leaves with pay.

5. The time and duration of a sabbatical leave must be mutually agreed to by the applicant and by the University President who will consult with the Dean and Provost.

6. Summer sabbaticals will be granted upon justification, particularly that the nature of the work be completed is best accomplished during summer or if there are compelling departmental programmatic reasons for recommending that the leave be taken during the summer.

7. All sabbatical leave applicants shall have the option of appearing before the SLC in order to support their requests for leave.

8. The SLC will review the applications and forward to the President by June 1 the full list of applicants with its recommendations in priority order and shall notify each applicant of its recommendations.

9. In any given year, the University will grant sabbatical leaves of absence to 5% of the faculty on a headcount basis without deviation from the priority list of the SLC. The President may award another 2% from the remainder of the list at his/her sole discretion. For the purpose of counting total headcount of faculty will only include tenured plus probationary.

10. The President shall notify applicants on the final status of their request by August 1.

11. Requests for changes by faculty after August 1 must be submitted in writing to the President for approval.

12. Written Sabbatical Leave Reports must be submitted to the President by the end of the first semester after the completion of the sabbatical leave.

SABBATICAL LEAVE TECHNICALITIES

Please refer to the APSCUF Collective Bargaining agreement Article XVIII.

1. Leaves requested during the 2018-2019 academic year will be granted for the 2020-2021 academic year.

2. Faculty are required to have completed a minimum of 7 years to be eligible for a sabbatical, 5 of which must be consecutive years at the institution where the leave is being requested.

3. Any leaves without pay will not be counted toward service years.

4. Only full-time service at a SSHE university may be counted towards eligibility time.

5. Leaves may be requested in several scenarios, (bearing in mind that it is the university president's discretion on the time frame for any requested leave):

With 7 years eligibility:

- a. One semester at full pay
- b. One academic year at half-pay
- c. Two summers

With 14 years eligibility:

- a. One academic year at full pay
- b. Four summers
- c. One academic semester plus two summers

6. Time while on sabbatical leave counts towards additional service years.

Parental leave:

http://www.passhe.edu/inside/HR/LR/Documents/apscuf_agr.pdf (pp. 52-54)

G. Parental Leave

FACULTY MEMBERS shall be eligible for parental leave as provided as follows: 1. General

FACULTY MEMBERS of the STATE SYSTEM/UNIVERSITIES who become parents through childbirth, formal adoption, or placement of a child with a FACULTY MEMBER for foster care shall be granted unpaid parental leave upon request. Parental leave shall begin whenever the FACULTY MEMBER requests and may be used prior to the date of custody or placement when such is required for adoption or placement to proceed. No unpaid parental leave shall be granted beyond one (1) year from the date of birth, of assuming custody of an adopted child, or of placement of a foster child.

2. Granting Leave

a. A FACULTY MEMBER shall submit written notification to his/her Dean or immediate management supervisor and a copy to his/her department chairperson stating the anticipated duration of the parental leave, at least two (2) weeks in advance, if circumstances permit. Such leave shall be granted for a period of time not to exceed six (6) months. Upon the request of the FACULTY MEMBER and at the discretion of the President, parental leave may be extended or renewed for a period not to exceed six (6) months. In no case shall the total amount of parental leave exceed twelve (12) months. FACULTY MEMBERS may, at the discretion of the President, be granted parental leave on an intermittent or reduced time basis. In such cases, FACULTY MEMBERS who are absent for a partial day will be charged one-half (1/2) day of leave against the days of entitlement. Leave entitlement will be pro-rated for part-time FACULTY MEMBERS.

b. In no case shall a pregnant FACULTY MEMBER be required to leave prior to the childbirth unless she can no longer satisfactorily perform the duties of her position.

c. While a FACULTY MEMBER is on parental leave, the duties of the position shall either be performed by remaining FACULTY MEMBERS and the position kept vacant, or they shall be performed by a substitute employee.

3. Resumption of Duties

a. Every FACULTY MEMBER shall have the right to return to the same position held before going on parental leave, or to an equivalent position for which he/she qualifies.

b. A FACULTY MEMBER'S anniversary date shall be extended in the same manner as is done with respect to leaves without pay.

4. Leave Due to Pregnancy

A FACULTY MEMBER who is on parental leave is entitled to use accrued personal and sick leave for the period she is unable to work as certified by a physician. A FACULTY MEMBER on a twelve (12) month contract who is on parental leave may also use all accrued annual leave. All other periods of leave related to parental leave shall be leave without pay. Unused leave shall be carried over until her return. A FACULTY MEMBER shall not earn personal or sick leave while on parental leave without pay. A FACULTY MEMBER shall not earn annual leave while on parental leave without pay.

5. It is understood by both parties that the provisions of this Article are consistent with the Pennsylvania Human Relations Act, 43 P.S. Section 951 et seq., and with the Family and Medical Leave Act of 1993, 29 USC Section 2601 et seq.

H. Childrearing Leave

FACULTY MEMBERS shall be granted leaves without pay at the sole discretion of the President or his/her designee for the purpose of childrearing, for a period not to exceed two (2) years, which may be extended at the discretion of the President or his/her designee for an additional two-year period.

[Eastern Kentucky University](https://policies.eku.edu/)

<https://policies.eku.edu/>

Workload:

4.7.3p (*The policy does note that the next review date was Spring 2019, so we might want to see what, if anything, changed*).

Faculty workload consists of three major areas of responsibility: teaching, scholarly/creative activities, and service. Faculty responsibilities are not confined to the typical five-day work week, to the operating hours of the university administrative offices, or to the Richmond campus. The standard teaching load of full-time faculty members with the rank of assistant professor or above is 12 credit hours per semester for the fall and spring semesters or approximately 80% of the faculty member's fulltime workload. Other factors, such as size and type of class and not simply the number of credit hours, may be considered in establishing teaching loads as long as those factors are applied consistently within a department. The typical workload expectation for scholarly/creative activities and service is approximately 20% of the faculty member's full-time workload. Overloads or reductions in teaching loads are permitted, as described below. The maximum teaching load for summer term is 9 hours and for winter term is 3 hours. The standard workload of full-time faculty members not on tenure track is the equivalent of 15 credit hours per semester for the fall and spring semesters. Part-time faculty members are permitted to teach up to 9 credit hours per semester for the fall and spring semesters.

1. Faculty workload is not easily quantifiable and this policy seeks to establish minimum expectations. As part of teaching, scholarship & service, faculty may be expected to conduct regular curriculum development, provide quality advising to students, serve as mentors in supervising theses, dissertations, and independent projects, and participate in appropriate professional development. Consequently, activities that fall within these areas do not normally require additional compensation or reductions in other areas of assignment. However, when levels of these activities exceed normal expectations, faculty should be considered for reassigned time in the areas of teaching, scholarship or service (e.g. reduced teaching load) or additional compensation through overload adjustments consistent with the limitations on overload established under this policy.
3. Department Chairs are responsible for assigning faculty workloads and for verifying the accuracy of workload reports for each faculty member in the Department.
4. Teaching responsibilities include, but are not limited to, activities such as staying current in the field, preparing for class, evaluating student work, and being accessible and responsive to students (including maintaining office hours).

5. Tenure-track faculty members have an obligation to engage in scholarly activity. Scholarly activity may include creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally-related innovations, and other forms of scholarship of discovery, integration, application, or teaching (see Ernest Boyer's Scholarship Reconsidered).

6. Tenure-track faculty members have an obligation to engage in service to the University (normally through committee service and student advising), to the community (related to one's professional expertise), and to the profession (through participation in appropriate professional organizations).

7. While each faculty member may not be actively involved in all three areas of a standard workload at any given time, the collective participation of the faculty in all areas is necessary to assure that goals essential to all aspects of the University mission are achieved. The unique requirements of each academic component, as well as the specialized interests, abilities, and qualifications of individual faculty members, necessitate a flexible system for determining individual faculty assignments that will accommodate this diversity.

8. The workload assignments shall be made in such a way as to advance the mission of the University and institutional considerations, such as student instructional needs, student credit hour production, accreditation requirements, sponsored research commitments, and resource constraints.

Sabbatical leave:

4.7.2p

Sabbaticals are designed for professional improvement of current faculty members by providing, for a specified period, time away from the usual contractual obligations. This time enables faculty members to pursue scholarly activities that will strengthen teaching, scholarship, and/or service and to maintain high quality academic programs. Sabbatical requests are to be closely related to each faculty member's teaching or research area but are not granted for the completion of an advanced degree or for any other activities related to that. Since a sabbatical is a privilege and not a right, sabbaticals are not granted automatically after the required semesters of service.

The three types of sabbaticals for which eligible faculty members on full-time appointments may apply are as follows: 1) one year at half salary, 2) one semester at full salary, or 3) one-half time for two semesters at full salary. The salary will be based upon the amount that would have been received for the academic year had the sabbatical not been taken. In the application, the faculty member must designate the type of sabbatical requested as well as the effective semester or year.

Eligibility: Full-time faculty who have completed twelve (12) semesters, excluding summer and winter terms, of full-time continuous service to the University are eligible to apply for the first or

subsequent sabbaticals. A faculty member may apply for sabbatical prior to the completion of the 12 semesters of full-time service to the University as long as the 12 semesters will be complete by the time the sabbatical is taken.

Purpose for Sabbatical: Preferred purposes for sabbaticals include, but are not rank ordered or limited to, the following: **1. A carefully designed scholarly/creative project related to the discipline. 2. Scholarly writing or other comparable form of creative activity with a goal of publication or presentation. 3. A clearly defined program of independent study related to instructional responsibilities. 4. A clearly defined program of a major course revision and/or new course development.**

Faculty Obligations after a Sabbatical: The successful applicants will accept the following obligations regarding the sabbatical: 1. A faculty member who is approved for a sabbatical is expected to carry out the plan set forth in the application and forward **a comprehensive report to the dean of the college identifying the accomplishments within ninety (90) days from the completion of the sabbatical and to submit for publication, if appropriate, the findings of the sabbatical within one year.** 2. A recipient of a sabbatical **will return to ECU for a minimum of one (1) academic year following the sabbatical.** (Unless otherwise agreed in advance by the faculty member and chair or dean, the sabbatical recipient will return to his or her former position within the University.) In the event that the faculty member does not return to ECU for the specified period, the recipient will reimburse ECU in full for the salary and fringe benefits received during the sabbatical. **If the University dismisses the faculty member, except for cause, before the completion of the specified period, the recipient will not be obligated to reimburse the University for benefits received during the sabbatical.**

Parental leave:

8.2.14P

The Family and Medical Leave Act of 1993, amended by the National Defense Authorization Act, January 28, 2008, and the National Defense Authorization Act for Fiscal Year 2010 (H.R. 2647) (collectively referred to as FMLA) provides **Eligible Employees with up to 12 workweeks of unpaid job-protected leave during a rolling 12-month period in the event of a family or personal medical conditions** or Qualifying Exigency related to Active Military Duty; or up to 26 weeks during a single 12 month period for certain circumstances related to care for Covered Servicemembers and Veterans.

Qualifying Events For Leave For Family and Medical Leave: **The birth and care of an Eligible Employee's child or placement of a child for adoption or foster care with the employee.** Entitlement to a birth, adoption, or foster care leave **must be completed within 12 months of birth, adoption, or foster care placement;** To care of immediate family member (spouse, child, parent) who has a serious health condition; or To care for the Eligible Employee's own Serious Health Condition.

For eligible married employees of the University: When both husband and wife are employed by the University, the aggregate number of work weeks is limited to 12 weeks for "bonding" over a single rolling 12-month period if the leave is for the birth, adoption or foster care placement of a child. For other types of leaves under FMLA (i.e., serious illness of the employee or the employee's spouse or child), each Eligible Employee retains the right to take up to 12 workweeks of leave.

Ferris State University

<https://www.ferris.edu/htmls/staff/policies/>

Workload:

<https://www.ferris.edu/HTMLS/administration/president/generalcounsel/pdfs-docs/2013-2018FFACBA.pdf> (*The information on workload comes from the Ferris Faculty Association agreement, which expired June 30, 2018.*)

7.2. Workload

A. Teaching Faculty:

1. Courses Taught by Traditional Methodology:

- b. iii. Workload policies shall incorporate relevant criteria including but not limited to the following: (a) Semester credit hours, student credit hours, or contact hours.

In this regard, twenty-four (24) semester hours per academic year, excluding summer shall be weighed as a standard workload but, recognizing the differences between colleges and between departments within colleges, shall be neither a minimum nor a maximum. For equivalency purposes, twenty-four (24) semester hours is equivalent to thirty-six (36) contact hours or seven hundred twenty (720) student credit hours per academic year, excluding summer semester. Provided that not more than two-thirds (2/3) of an annual normal load will be assigned in any one (1) semester unless the member agrees. (b) Occupational and professional standards for the discipline, course content, course difficulty, class size, course development, program coordination, research and other relevant factors.

2. Courses Taught by Non-Traditional Methodology:

- a. Courses taught by nontraditional methodology include but are not limited to: television, computer-aided instruction, video-tape lecture, electronic or other media.
- b. Courses taught by nontraditional methodology shall be first offered to qualified volunteers. If there are insufficient volunteers, members may be assigned consistent with department procedures developed in Section 7.5 and the applicable workload policy. If such assignment is not addressed by the workload policy and the

department head and member cannot agree in advance on the workload credit for the assignment, the member can request a workload review under Section 7.2.C and D.

C. Request for Individual Workload Review:

Members may request a workload review for any of the following reasons: 1. If they think their workload is unreasonable or inequitable when compared to other members within that seniority group; 2. If they think their workload does not comply with the policies for their department or seniority group or this Agreement; 3. If they think that changes in their usual workload caused by program changes, different course assignments, or changes in non-teaching assignments have created an increase in their workload; or 4. If vacancies over three (3) months in their seniority group have caused an increase in their workloads.

Sabbatical:

https://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Sabbatical/Sabbatical-Leave-Guidelines.pdf

A. Purpose: Sabbatical Leave is to encourage members to pursue special studies, investigations, and research that will contribute to their professional development and competence. Sabbatical Leaves are granted for special study, research, and/or other projects that will enhance the usefulness of the person to the institution; perform service on the local, state, national, or international level; and/or bring prestige to the university. Endeavors appropriate for consideration are below:

1. Community Service: Faculty may use the leave to help develop programs at the local, state, national, or international level. For example, a faculty member's expertise might be used in evaluating and improving existing programs, training personnel in such programs, serving in professional organizations, editing professional journals, or organizing professional meetings, provided that the time and effort required by the project justify the extended time and release from duties afforded by a Sabbatical Leave.
2. Professional Development: Faculty may increase their skills and effectiveness as teachers, researchers, or creative professionals, or enhance their usefulness to FSU by developing a new specialty, strengthening a current specialty, or continuing their formal education. The Sabbatical Leave may be used to pursue a self-designed, structured program of individual study; participate in specialized programs; work with recognized leaders in the field; or pursue graduate, professional, or postdoctoral study, including work that is part of a relevant graduate degree program.
3. Program Development: The Sabbatical Leave may be used to develop new teaching techniques; to collect materials for new programs; to develop new ways of presenting material; to develop new curricula for implementation at FSU; to establish linkages between FSU programs and other organizations, agencies, or institutions; or to survey what is being done at other institutions as models for programs at FSU.

4. Research, Artistic, and Creative Activities: The Sabbatical Leave may be used to pursue a variety of pure or applied scholarly projects that may be interdisciplinary or focused within a discipline or area of specialization. Appropriate projects include creation, studies, or critiques of works of art or artistic performances; investigations undertaken to establish facts, principles, and techniques within a discipline; application of the principles and techniques of one discipline to the problems of another; the systematic collection, analysis, and interpretation of data to address a theoretical or practical problem; and preparation of books, articles, lectures, exhibitions, or performances that illuminate interdisciplinary connections or make theories, issues, or methods of the faculty member's discipline or specialty accessible to wider audiences.

B. Eligibility: A member may apply for Sabbatical Leave after the completion of ten (10) semesters of continuous employment, excluding summer. The Sabbatical Leave may take place any time following the completion of the twelfth semester of continuous employment, excluding summer. A recipient of a Sabbatical Leave is eligible for a subsequent Sabbatical Leave only after again fulfilling all of the above requirements, with time of employment being calculated from the date of return from the previous sabbatical.

C. Duration: The duration of Sabbatical Leave shall be determined by the validity of the request and the needs and resources of FSU. Sabbatical Leaves may be granted for one (1) or two (2) semesters or twelve (12) consecutive months but shall not exceed the period of time for which the applicant is regularly appointed. Under special circumstances, determined by the needs of the applicant and the interests of FSU, a Sabbatical Leave of two (2) or more nonconsecutive semesters may be granted so long as the total period on leave does not exceed the period of time for which the applicant is regularly appointed.

<https://www.ferris.edu/HTMLS/administration/president/generalcounsel/pdfs-docs/2013-2018FFACBA.pdf>

H. Compensation and Benefits - Compensation will be at full regular salary for leaves of one semester and two-thirds (2/3) of regular salary for leaves longer than one (1) semester and shall be paid according to the Employer's payroll procedures. Sabbatical leave is full-time service for the purposes of computing length of service, salary, promotions, assignments, sick leave, insurance, retirement, and other benefits accruing to full-time service for which they would normally be eligible were they not on approved leave.

Parental leave:

10.2. Use of Paid Sick Leave for Other Reasons

A. Spouse, child, and/or parent illness: Paid sick leave of up to five (5) full days with written verification may be used for the illness of a member's spouse or child(ren). Where the department head approves, taking into consideration the ability to cover the member's work responsibilities, the quality of alternate services and other relevant factors, up to three (3) full days of paid sick leave may be used in cases of illness of a parent. A member may not use more than fifteen (15) days per fiscal year under this provision.

B. Maternity/Paternity/Adoption Leave: Upon written notice, a member may take up to five (5) full days of paid sick leave, upon and as a result of the birth or adoption of his/her child.

D. Family and Medical Leave Act (FMLA) - Members may be required to use paid sick leave in lieu of leave under the FMLA in accordance with University policy.

[Northern Kentucky University](#)

Workload:

#13 starting on p. 78 in the faculty handbook emailed to me

13.1

The traditional twelve (12) semester credit hours is the maximum required undergraduate teaching load for all full-time tenure-track faculty. Individual departments may propose their own credit hour equivalencies and reassigned-time policies. Such policies must be in writing and must be approved by a majority of the tenure-track departmental faculty, the chair, the appropriate dean, and the provost. Regardless of external funding for research or other grant activities, faculty will normally teach a minimum of 50% time in a given academic year. The provost may grant exceptions to this policy on a semester-by-semester basis.

Parental leave:

Starting on p. 75 in faculty handbook

12.6. PAID LEAVE FOR ILLNESS, TEMPORARY DISABILITY, OR MATERNITY LEAVE

Continuing faculty earn and accumulate sick leave with pay on the basis of one day per month credited on the first day of the contract year (twelve (12) days per contract-calendar year). An unlimited number of sick-leave days may be accrued. Records regarding faculty sick-leave accumulation are maintained in the office of the Vice President for Academic Affairs and Provost.

New faculty having no accrued sick leave will have one-half the yearly total credited to them at the beginning of their annual appointment; the remaining six (6) days will be credited as they accumulate monthly for the remaining half of the contract year.

Faculty who suffer temporary illness or disability, thus making them unable to perform assigned duties, will be granted paid leave for the necessary period, not to extend beyond the period that can be covered by accumulated sick leave days or ninety (90) calendar days, whichever is greater. A physician's written statement may be required by the faculty member's department and/or the Office of the Provost at any time during a temporary disability leave.

Faculty on paid leave will receive their regular compensation during the period of leave, as well as any salary increases, promotion, award of tenure, or any other rights that they would have received individually or as a member of the faculty had they not been on such leave.

On the first day of the month following the completion of six (6) months of continuous total disability, the faculty member is eligible for benefits under the University's group total disability insurance plan.

A maximum of five (5) accumulated sick days per contract-calendar year may be used for absences necessitated by emergency or serious illness of an immediate member of family (parents, brother, sister, spouse, child, or other persons for whom the faculty member is responsible). Faculty may use accrued sick leave for childbirth, adoption, or attending childbirth in the immediate family.

If a faculty member is ill, he/she is required to call the department chair's office as early as possible to report the absence and to make provisions to have his/her classes notified. If a faculty member anticipates an illness in excess of three (3) consecutive teaching days, the department chair must be notified so that provisions can be made for covering the classes.

Unused faculty sick-leave allowance will not be paid upon termination or resignation.

12.8. UNPAID LEAVE

Leaves of absence without pay may be granted to faculty for up to one year at a time. A request must be filed with the department chair at least two months in advance of the date upon which unpaid leave would begin except in case of emergency. Granting of unpaid leave requires the approval of the department chair, the dean, the provost, the president, and the Board of Regents. A second consecutive year of unpaid leave may be granted upon request. In no case will a second year of unpaid leave be automatically granted. Unpaid leaves may be requested for the following purposes:

- Personal;
- Childbirth, attending childbirth, adoption, child-rearing, or other related purposes; and/or
- Faculty professional development.

Specific conditions applying to recipients of unpaid leave:

In the case of leave granted for faculty professional development, the following benefits will normally be granted:

- Accrued time toward tenure, promotion, and sabbatical leaves;
- Across-the-board salary increases.

In the case of leave granted for child-rearing or personal reasons, none of the above benefits will normally be granted.

Faculty on unpaid leave other than unpaid sick leave may continue in the University's benefit programs if permitted by the contract with the insurance carriers, at the faculty member's expense.

Exceptions to this policy must be agreed to by the administration and affected faculty, and they must be stated in writing before the unpaid leave is granted.

13.2. MODIFIED DUTIES

The university recognizes the need for tenured and tenure-track faculty to balance professional and personal commitments. Special family circumstances, for example, the birth or adoption of a child, severe illness or death of an immediate family member, or even issues of personal health, can create the need for a modified workload and flexible schedule for a period of time.

Since the circumstances may vary widely, this policy does not prescribe the exact nature of the accommodation. In many cases, it may be a reduction or elimination of a teaching assignment while the faculty member continues to meet ongoing, but more flexible research and service obligations. In general, the commitment is to work with a faculty member to devise a modified workload and schedule that enables the individual to remain an active and productive member of the department. **Because there is no reduction in salary, the faculty member is expected to have a set of full-time responsibilities.**

The modified duties policy applies only to tenure and tenure-track faculty and is available upon employment. An eligible faculty member should speak with his or her department chair as soon as possible about the need for modified duties to ensure the maximum amount of planning time. The department chair, in consultation with the relevant dean, is responsible for working with the faculty member to ensure a fair plan for modified duties is implemented if possible, that budgetary constraints are considered, and that student or other needs are met. The policy does not create an entitlement if there are legitimate business-related reasons for denying the request. Final decisions about the nature of the modified duties are the responsibility of the department chair in consultation with the dean. The request form is available on the provost's website.

The period of modified duties is generally one semester, although an additional semester may be requested in unusual circumstances. A request to extend the probationary period may be made by submitting the appropriate form (also available on the provost's website). The extension may be requested as a complement to a request for modified duties. However, the semester of modified duties does not automatically affect the tenure probationary period.

Provisions of this policy cannot adequately address all individual circumstances. Sick leave (including disability), leave without pay, or permanent reduction in appointment to part-time status may be options to consider for longer-term or more demanding needs. **A semester of modified duties should be considered *in addition to*, not as a substitute for, sick leave or family leave. There are no work expectations for individuals on approved sick or family leave.** Medical documentation is required if the period of modified duties is requested related to a health issue not addressed by sick leave.

Modified duties should not result in additional duties during the subsequent semester. e.g., the faculty member should not be asked to make up the released teaching before or after the

semester of modified duties. This policy is not intended to provide release time from teaching for the purpose of allowing additional time for research. The faculty member cannot be employed by another institution during the period of modified duties, nor can the release time be used for extensive professional travel or other increased professional activities (including consulting) that do not meet the goals of the policy. Requests for outside consulting during the period of modified duties are not normally approved.

Approval of the department chair, dean, and provost are necessary. If the department chair does not support the request, the reasons for denial must be provided in writing, and the request is automatically forwarded to the dean for further review.

Sabbatical:

Starting on p. 63

11.1 SABBATICAL LEAVES

11.1.1. PURPOSE

Sabbatical leaves are granted by Northern Kentucky University to promote the professional growth and effectiveness of the faculty. Sabbatical leaves are granted to enable recipients based on merit to devote additional time to scholarly activity and research, advanced study, or artistic performance—all in pursuit of academic objectives. The type of sabbatical that would best meet these objectives is to be determined by the faculty member applying for leave. The University's goal is to make available a number of sabbaticals approximated by 8.0% of the (tenured + 1/6 tenure track) faculty members. The minimum number will be communicated by the provost or designee to the Benefits Committee no later than the first Friday in August. The actual number approved will be contingent on the total number of applications and their scholarly merit as reviewed by the chair, dean and provost, and ranked and recommended by the Faculty Senate Benefits Committee. Sabbatical leaves are normally not granted to prepare theses or dissertations to meet degree requirements. A sabbatical leave may be granted for the purpose of retraining a faculty member in a new academic field if this retraining is in the interests of the University.

11.1.2. ELIGIBILITY FOR SABBATICAL LEAVES

Tenured, full-time faculty and department chairs are eligible to apply for sabbatical leaves and are governed by the procedure outlined in this Handbook. A non-tenured faculty member in the sixth year of a probationary appointment may apply for a sabbatical leave but must be granted tenure in order to receive the sabbatical leave.

Accrual of time toward eligibility begins at the date of initial tenure-track appointment at the University, or July 1, 1970, whichever occurred later. After twelve (12) semesters of employment at the University, excluding summer terms, faculty are eligible to receive a sabbatical leave of one semester at full salary or two semesters at sixty-five (65) percent salary. Twelve semesters after the year or semester for which the sabbatical leave was awarded, a faculty member is

again eligible for a sabbatical leave. Eligibility for subsequent leaves accrues in the same fashion.

A sabbatical leave may be postponed when the number of sabbatical applications recommended by the Benefits Committee exceeds the University's funding capabilities. The decision to postpone a leave will be reached in consultation with the applicant, chair and provost. If sabbaticals are postponed, the provost will make every effort to increase the total number of awards the following year by the number of awards postponed. If a sabbatical leave is postponed by the administration, by the department, or by the faculty member, the faculty member may elect to take the sabbatical leave when he/she chooses, in consultation with the chair; however, eligibility for a subsequent leave shall be calculated on the basis of the semester/year for which the leave was awarded, not when it was completed.

11.1.3. CONDITIONS

Sabbatical leave of one semester carries full salary. A leave of two semesters carries 65% salary. Recipients of sabbatical leaves who receive salary must agree to return to the University for at least one academic year immediately following the end of the leave or to repay the University the amount of the leave stipend.

Faculty on sabbatical leave for one semester with full salary may not accept paid employment except where the purpose of the leave is for professional practice or experience that cannot be obtained without such employment. Faculty on two-semester sabbatical leaves at 65% of salary may normally accept a paid position that compensates up to the remaining 35% of salary (excluding extraordinary personal expense) or may accept a part-time position. Faculty on sabbatical leave may accept money from fellowships or grants for study, research, or travel, all without prejudice to their University salary.

Time spent on sabbatical leaves shall be considered a part of University service. The University will make its normal contributions to the faculty member's insurance (if continued coverage is permitted), to retirement plans, and to all other normally paid fringe benefits. Salary increments and any promotion increments for a year that includes a sabbatical leave shall be determined as if the faculty member were in residence during that period.

Between the awarding of the sabbatical leave and the initiation of the leave, in the event of intervening circumstances that prevent the recipient from fulfilling the terms of the sabbatical leave or the University from funding the leave, the leave will be postponed. If a sabbatical is postponed, that postponement will not reduce the number of sabbaticals made available to the faculty in any subsequent year (see Section 11.1.2).

11.1.4. REQUIRED REPORTING

Within two months of returning from a sabbatical leave, the faculty member shall submit a report summarizing what she/he accomplished on the leave to the Office of the Provost. The report shall consist of an approximately 250-word abstract outlining the major accomplishments, a one to two page extended overview of the sabbatical, and a photo of the faculty member or of their

work appropriate for publication. The Office of the Provost will disseminate to the department chair or other appropriate supervisor, to the dean of the faculty member's college, and to the chair of the Faculty Benefits Committee. A copy of the report will be placed in the faculty member's personnel file maintained in the Office of the Provost. Within one academic year following the end of a sabbatical leave, sabbatical recipients will provide an opportunity for others in the NKU community to learn about the results of their work. There are several acceptable vehicles for this report including but not limited to: formal and information presentations, the dissemination of written information, a public show or performance.

DAVID RESPONSIBLE →

Northwestern State University of Louisiana:

[Northwestern State University of Louisiana](#)

Sabbatical:

<https://s25260.pcdn.co/wp-content/uploads/2017/11/FS-III.V.D.-1-Sabbatical-Leave.pdf>

<https://www.nsula.edu/wp-content/uploads/FacultyHandbook2017.pdf>

University of Alaska Anchorage:

[University of Alaska Anchorage](#)

<https://www.uaa.alaska.edu/academics/faculty-services/sabbatical/>

<https://www.uaa.alaska.edu/search.cshml?q=workload> (pwrpoint download)

<https://alaska.edu/benefits/leaves/parental-leave/>

University of North Florida:

[University of North Florida](#)

https://www.google.com/search?rlz=1C1GGRV_enUS753US753&ei=pM7JXcyzLZPF-gTZ86XIDw&q=university+north+florida+sabbatical&oq=university+north+florida+sabbatical

https://www.google.com/search?rlz=1C1GGRV_enUS753US753&ei=pM7JXcyzLZPF-gTZ86XIDw&q=university+north+florida+sabbatical&oq=university+north+florida+sabbatical&gs_l=psy-ab.3..33i22i29i30i2.1227.3649..5099...0.2..0.156.1310.3j8.....0....1..gws-

[wiz.....0i71j0j0i22i30j33i10.bSPUko_5h5E&ved=0ahUKEwjMIYWriePIAhWTop4KHdl5CfkQ4dUDCAs&uact=5](http://www.unf.edu/acadaffairs/faculty_handbook/Chapter07.aspx#7.5-Sabbaticals-and-Professional-Development-Leaves)

https://www.unf.edu/acadaffairs/faculty_handbook/Chapter07.aspx#7.5-Sabbaticals-and-Professional-Development-Leaves

https://www.unf.edu/acadaffairs/Faculty_Handbook.aspx

Youngstown State University:

[Youngstown State University](http://www.youngstownstate.edu/)

<http://cms.youngstownstate.edu/sites/default/files/images/2017-2020%20YSU-OEA%20Collective%20Bargaining%20Agreement.pdf> (looks like a union agreement)

Sabbaticals: Budgeted centrally. 10 2 semesters, 16 1 semesters

A recipient of a Sabbatical or Faculty Improvement Leave shall return to the University for a minimum of two (2) complete academic years following completion of a Sabbatical, and a minimum of one (1) complete academic year following completion of a Faculty Improvement Leave.