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MEMORANDUM

March 3, 2009

TO: Vice Presidents, Deans and Directors

FROM: Chris Peddle

SUBJECT: Supportive Professional Staff Sabbatical Leave Requests

Under Section 8.41 of the University Bylaws, sabbatical leaves shall ordinarily be limited to tenured faculty members and non-temporary supportive professional staff members. Under Section 8.35 of the University Bylaws, supportive professional staff personnel may submit requests for sabbatical leaves to the personnel committee of the administrative unit involved or, where there is no personnel committee, to their immediate supervisors. However, additional procedural steps are not included in the Bylaws.

Please use the following procedures to deal with sabbatical leave proposals from supportive professional staff:

- Supportive professional staff members in academic colleges and the University Libraries must submit sabbatical leave requests to their chairs or immediate supervisors. The requests will be evaluated by the supervisors, approved or disapproved, and forwarded to their supervisors for review until they reach the dean. The dean will evaluate all the requests and submit the supportive professional staff sabbatical leave requests in ranked order to the provost. The ranking of faculty sabbatical leave requests must be on a separate list submitted to the provost by the deans of colleges and the University Libraries.
- Supportive professional staff not in an academic college will submit their sabbatical leave requests in accordance with the personnel procedures of that unit, if any, or to their immediate supervisors if the unit does not have such procedures. The requests will be evaluated by the supervisor/appropriate committee, approved or disapproved, and forwarded to the next level for review until they reach the associate provost or vice president. The sabbatical leave requests should be in ranked order and then submitted to the provost by the associate provost or vice president.
- A supportive professional staff person who is denied a request for a sabbatical leave may appeal that decision to the next higher level. The provost will submit the faculty and supportive professional staff lists to the University Council Personnel Committee (UCPC). The UCPC will then allocate the university's allotment for supportive professional staff leaves in ranked order consistent with Section 8.36 of the Bylaws. The sabbatical leaves generated by the supportive professional staff will be first allocated to the supportive professional staff within their college/division. The supportive professional staff leave allocations for the individual colleges will be combined for the purpose of determining the number of sabbatical leaves available to the supportive professional staff in the colleges. Those not used by the supportive professional staff in that college/division will be first reserved for other supportive professional staff sabbatical leave requests. The unused supportive professional staff leave allocations will return to a common pool.
- Research proposals for the supportive professional staff shall take into account the nature of goals and objectives of the administrative unit in which the person is employed.

An informational sheet for sabbatical leave requests is attached. All forms are now online, which is reflected in the informational sheet. Also attached is a schedule of due dates for personnel decisions prepared in 2009-2010 for the academic year 2010-2011.

Attachments

cc: Raymond W. Alden III