

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION ON LEAVES WITH PAY

- WHEREAS, The University Professional Leave Committee has acted responsibly and with moderation in its two years of existence; and
- WHEREAS, The 1984-85 University Professional Leave Committee spent several months deliberating the criteria for leaves with pay and procedures for ranking applications for leaves with pay; and
- WHEREAS, A majority of the membership of the 1984-85 UPLC and all four of the continuing members of the 1985-86 UPLC favor the statement of criteria and procedures set forth in the document "Leave With Pay Guidelines;" therefore be it
- RESOLVED: That the Academic Senate affirms the document "Leave with Pay Guidelines" and approves the mode of operation of the UPLC, as set forth therein.

*Adopted 11/5/85 by AS*

## LEAVE WITH PAY GUIDELINES

1985-1986

### General Principles

#### A. Purpose

Leaves of absence with pay may be granted faculty members for purposes of research, study, creative activity, service, or travel appropriate to one's position at the University.

#### B. Eligibility

1. Sabbatical Leaves - A full-time tenured faculty unit employee shall be eligible for a sabbatical leave if he/she has served full-time in a probationary and/or tenured position(s) for six (6) years in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference-in-pay leave. (MOU 27.2)
2. Difference-in-Pay-Leaves - A probationary or tenured faculty unit employee shall be eligible for a difference in pay leave if he/she has served full-time for six (6) years preceding the difference-in-pay leave and after any previous sabbatical leave or difference-in-pay leave. (MOU 28.4)

### Schoolwide Professional Leave Committees (SPLC)

#### A. Membership

One member shall be elected from each department by tenured and probationary faculty from that department. Eligible faculty for membership are tenured, not on the University Professional Leave Committee (UPLC), and not applying for a leave with pay.

#### B. Committee Chair

1. The committee chair must be a member of the SPLC and shall be elected by the members of the SPLC.
2. The chair is responsible for forwarding the school procedures and criteria to the UPLC.
3. The chair is responsible for forwarding the applications and SPLC recommendations to the Dean.

#### C. Committee Functions

1. Review and/or recommend school leave with pay procedures and criteria.
2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.

3. Recommend a priority ranking to the Dean based on school procedures and criteria.

Library Professional Leave Committee (LPLC)

A. Membership

Eligible librarians for membership are tenured, not on the UPLC, and not applying for a leave with pay.

B. Committee Chair

1. The committee chair must be a member of the LPLC and shall be elected by the members of the LPLC
2. The chair is responsible for forwarding the Library procedures and criteria to the UPLC.
3. The chair is responsible for forwarding the applications and LPLC recommendations to the Library Director.

C. Committee Functions

1. Review and/or recommend library leave with pay procedures and criteria.
2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.
3. Recommend a priority ranking to the Library Director based on Library procedures and criteria.

University Professional Leave Committee (UPLC)

The UPLC shall be considered the Professional Leave Committee, as referenced in MOU 27.5

A. Membership

1. One member shall be elected from each school and the Library by tenured and probationary faculty unit employees from the school and Library, respectively.
  - a. Eligible faculty for membership are tenured, not on a SPLC or the LPLC, and not applying for a leave with pay.
  - b. The term of office of each elected member of the UPLC shall be two years.
  - c. The representatives of the Schools of Agriculture, Business, Engineering, and Professional Studies and Education shall be elected in the spring of odd-numbered calendar years.

d. The representatives of the Library and of the Schools of Architecture and Environmental Design, Communicative Arts and Humanities, and Science and Mathematics shall be elected in the spring of even-numbered years.

B. Committee Chair

1. The chair must be a member of the UPLC and shall be elected annually by the members of the UPLC.
2. The chair shall be responsible for forwarding recommended UPLC procedures and criteria, leave with pay applications, and priority rankings to the Provost.

C. Functions

1. Recommend to the Provost any changes in UPLC procedures and criteria for ranking leave with pay applicants.
2. Review school/library leave with pay procedures and criteria for compliance with MOU and University guidelines. Recommended changes shall be forwarded to the Provost with a copy to the appropriate school Dean/Library Director.
3. Recommend leave with pay application response deadlines to the Provost.
4. Review procedures and criteria utilized by school/Library for ranking applicants to ensure compliance with approved guidelines.
5. Review all sabbatical and difference-in-pay leave applications.
6. Recommend a priority ranking to the Provost.

D. CRITERIA

The UPLC shall evaluate each application for a leave with pay in accord with the criteria established by and for the appropriate SPLC or LPLC.

E. GENERAL CHARACTERISTICS

The following general characteristics are expected in proposals for a leave with pay or with difference-in pay:

1. An abstract or summary of the proposal
2. A detailed outline of the proposed plan of study, research or creative activity.
3. Supporting documentation from universities, employers or institutions that might be sponsoring the project (if appropriate).

4. Annotated literature search indicating the need for the project (if appropriate).
5. A statement of the benefits that will accrue to the University, to your profession and/or to the students.
6. A statement of the probability of completion of the proposed project. This should include a statement of
  - a. The feasibility of the proposal;
  - b. The applicant's background in relation to the proposal;
  - c. The amount of preparation for the leave, as evidenced by advanced study or research (if appropriate).
7. A statement of the urgency of the proposed leave in terms of its benefit to the University.

#### F. PROCEDURES

1. Each member of the UPLC shall individually and separately review the professional leave applications, which shall be kept in the Personnel Office.
2. Each member of the UPLC shall make such notes as will be adequate to enable him/her to make comparative judgements on the relative merits of the applications for leaves with pay.
3. After each UPLC member has been allowed sufficient time to examine the professional leave applications, the UPLC shall meet in plenary session to discuss the relative merits of the proposals.
4. The UPLC shall adhere to established quotas by school (Library), based on the number of faculty eligible.
  - a. The number of sabbatical leaves allocated to the University will be distributed on an equitable basis among the schools and the library.
  - b. Guidelines for distributing sabbatical leaves include an initial distribution of one professional leave to each school and the Library, with the balance of the allocation to be distributed according to the ratio of eligible faculty members in the respective schools and the Library to the total eligible faculty in the University.
  - c. In the event sufficient applications are not received by any school or the Library, the UPLC will recommend a redistribution of the unfilled leaves to the other schools

(and/or the Library) after considering an equitable distribution in accord with the past practice.

- d. In the event the actual University quota of fundable leaves is less than the projected quota initially used the UPLC shall compute the revised school quotas.
  - e. The UPLC shall annually review the rounding-off of fractions of leaves allocated to the various schools and the Library and use this information to establish an equitable allocation pattern over a period of years.
5. The UPLC shall examine the school-wide rankings to
    - a. Verify that proper school procedures and criteria for evaluation were used.
    - b. Identify apparent inequities in school rankings because of failure to use proper procedures and/or criteria at the school level;
    - c. Identify apparent deficiencies of applications in one or more of the general characteristics enumerated in E.1 - E.7 above.
  6. If an application is found deficient in one or more of the general characteristics enumerated in E.1-E.7, or if additional information is desired by the Committee, the Chair of the UPLC shall request the information from the Chair of the appropriate SPLC or from the LPLC.

If the information requested is not provided, the UPLC shall include in its report to the Provost a statement of the apparent deficiency.

7. If the UPLC determines that an apparent inequity exists in the rankings of a SPLC or the LPLC, the Chair of the UPLC shall report the apparent ranking inequity to the Dean of the appropriate school (or to the Director of the Library) and to the Chair of the appropriate SPLC (LPLC).
8. In a conference of three, the Chair of the UPLC, the Dean (Director of the Library) and the Chair of the SPLC (LPLC) shall either affirm the ranking of the SPLC (LPLC) or shall put forth a revised list.
9. The UPLC shall not provide an "a priori" University-wide ranking. Rather, it shall make ad hoc recommendations concerning the filling of such vacancies as may exist.

- a. If a faculty member granted a leave subsequently withdraws his application, the UPLC shall recommend a candidate after considering the highest alternates on the priority lists submitted by the school (Library).
- b. If the vacancy cannot be filled from among the remaining applicants of the school (Library) involved, the UPLC shall recommend candidate(s) after considering Item F.4.e above.

# Memorandum

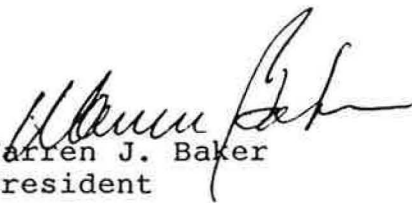
*Ray - would you please follow through?  
Hoyd  
12-5-85*

To : Lloyd Lamouria, Chair  
Academic Senate

Date : December 2, 1985

File No.:

Copies : Tomlinson Fort, Jr.  
Jan Pieper

From :   
Warren J. Baker  
President

Subject : ACADEMIC SENATE BYLAWS CHANGE FOR UPLC  
AND UPLC 1985-86 **LEAVE WITH PAY GUIDELINES**

I want to acknowledge both your October 19 memo with which you transmitted a proposed bylaws change for the Senate that would establish the University Professional Leaves Committee, and your November 18 memo with which you transmitted the proposed 1985-86 **Leave with Pay Guidelines**. As you know, both Provost Fort and I were in attendance for at least a portion of the Academic Senate discussion on these two items last Spring as well as earlier this year. While there are some specifics of the two proposals which both the Provost and I would prefer to see modified, we recognize the real differences of point of view among the Senate members and the faculty generally and are willing to accept the general concepts and principles which are embodied in the two proposals.

However, before these documents are officially approved, there are a few minor inconsistencies which I believe should be resolved. Attached is a summary of some of the conflicts between the two documents and/or the documents and the current Senate bylaws which need to be corrected. In the meantime, the UPLC is authorized to operate during the 1985-86 academic year as proposed by the Senate. After the Senate has had an opportunity to assess and take action on the conflicts as outlined, I would appreciate having the documents resubmitted for formal approval.

Attachment

RECEIVED

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Academic Senate



Discordant Provisions of UPLC By-laws, Guidelines and  
Academic Senate By-laws

1. Academic Senate By-laws
  - a. Section VII.B Committees -- should reference that UPLC is an exception to the policy that all committees will have representation from professional consultative services.
  - b. Section VII.G.2 should substitute UPLC (elected) for Personnel Review.
  
2. Proposed UPLC By-laws
  - a. If UPLC is to replace Personnel Review Committee, then proposed Section VII.I.12 should be VII.H.12. Also, under current proposal, the title should include the word "University" (University Professional Leave Committee).
  - b. Proposed Section VII.I.12.b, Responsibilities, should be parallel with proposed UPLC "Guidelines" Section C, "Functions".
  
3. Proposed UPLC Guidelines
  - a. Section A, "Membership", should parallel "Membership" of proposed By-laws regarding UPLC Section VII.I.12.a.
  - b. Section C.6 and F.9 should be compatible.

**Memorandum**

John Rogalla, Chair: C & B

Date : 1/27/86

File No.:

Copies :

From : Raymond D. Terry; Chair: UPLC

Subject: Discordant Provisions of UPLC By-laws, Guidelines and  
Academic Senate By-Laws

President Baker, in a memo dated 12-2-85, indicated that the C & B Report (approved by the Senate on 10-1-85) and the UPLC Report (approved by the Senate on 11-05-85) were unofficially approved. Official approval would be contingent on the resolution of minor inconsistencies within and between the two reports. The inconsistencies fell into three categories. Those inconsistencies noted in Item 3 may be removed by the Senate's adoption of the following amendment:

Amendment 3a: On page 3 of the UPLC document "Leave with Pay Guidelines" the following two items will be added:

- A. 2. The Associate Personnel Director or his /her designee shall be an ex-officio, non-voting member of the UPLC.
- A. 3. The Provost or his /her designee shall be an ex-officio, non-voting member of the UPLC.

Amendment 3b: On page 3 Item C. 6. shall be changed to read:

"C.6. Review the priority rankings submitted by the several schools and the Library; inform the Provost of any apparent inequities in those rankings; and make recommendations based on its findings."

Amendment 3c: On page 3, another function should be added to C:

"C.7. Make ad hoc recommendations concerning the filling of such vacancies as may exist."

The other four inconsistencies noted by the President fall within the scope of your committee. I suggest that we get together sometime in the next few weeks to draft amendments that will remedy the other two types of inconsistencies.