

CHICAGO STATE UNIVERSITY

Faculty Sabbatical Leave Request

Unit A Tenured Faculty | CSU-UPI Local 4100 Contract, Section 27.2

Academic Year of Leave		Date Submitted	
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Section 1. Applicant Information

Name		Banner ID	
Rank		Department	
College		Date Tenure Granted	
Appointment length	☐ 9-month ☐ 10-month ☐ 11-month ☐ 12-month		
Years of full-time service in the bargaining unit at CSU (through the current academic year)		Academic year of last CSU sabbatical (enter None if never)	
Leave without salary for personal reasons, fractional leave, or retraining leave since appointment. List dates or enter None. These periods affect service credit under Sections 17.5.c, 17.10, and 27.3.g.			

Section 2. Term Requested (Section 27.2.g)

Select the one option that matches your appointment. An academic term is one semester, fall or spring (Article 1, Definition 2). Summer is not an academic term.

9-month appointment	☐ One academic term at full pay, Fall (August to December) ☐ One academic term at full pay, Spring (January to May) ☐ Two academic terms at half pay, Fall and Spring (August to May)		
10-, 11-, or 12-month appointment	☐ Up to one-half of the contract year at full pay ☐ Full contract term (10, 11, or 12 months) at half pay		
Requested leave begins		Requested leave ends	

Each academic year, 75 percent of the sabbatical leaves available for award are designated for one academic term at full pay (Section 27.2.g(1)). If the term I requested is not available, I elect the following:

Alternative term election	☐ Consider me for the alternative term available to my appointment ☐ Consider me only for the term requested above
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Section 3. Sabbatical Proposal (Sections 27.2.a and 27.2.c)

Proposal Title			
Primary use of the leave	☐ Research	☐ Acquire new professional skills	☐ Update existing professional skills

Attach a two- to five-page typed proposal. Include an abstract or executive summary, the purpose of the leave, planned activities with a timeline, the benefits to you, your department, and the University, and how you will incorporate the outcomes into your teaching or primary duties. An academically acceptable proposal describes benefits for the University as a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs. It describes how the sabbatical will result in teaching, research, and service activities, and products of those activities, that directly benefit CSU students.

Abstract or Executive Summary (250 words maximum)	
Attachment	Full proposal (two to five pages) is attached

Section 4. Outside Support Disclosure (Section 27.2.h(2))	
Other salaries, grants, fellowships, or financial support	☐ I have not applied for and will not receive other support during the leave ☐ I have applied for or will receive other support (describe below)
Source, amount, dates, and status of support	

If you receive notice of support after you submit this request, notify the Provost and Vice President for Academic Affairs in writing. When a grant is connected to the sabbatical, the University may adjust the duration of the leave to coincide with the grant (Section 27.2.g(2)).

Section 5. Applicant Acknowledgment			
By signing, I acknowledge the following conditions of Section 27.2: • A sabbatical leave is granted at the discretion of the University President (Section 27.2.b). • I will serve the University for at least one academic year after the sabbatical ends and will execute a judgment note for the amount of the sabbatical leave before the leave begins (Section 27.2.h(1)). • I will report any change that significantly modifies this proposal to the Provost and Vice President for Academic Affairs for approval at the earliest possible time (Section 27.2.i(2)). • By the end of the first academic term after I return, I will file a written report of my sabbatical activities and accomplishments with the Provost and Vice President for Academic Affairs, my Dean, and my Department Chair. Failure to file by that deadline subjects me to sanctions under Article 5 and makes me ineligible for future Professional Advancement Increases and Faculty Excellence Awards (Section 27.2.i(1)).			
Faculty Signature	Click to sign digitally	Date	

Section 6. Review and Recommendation (Section 27.2.e)

Each reviewer states whether the proposal is academically acceptable. Provide written reasons for any finding of academically unacceptable.

Department Chair

Printed Name		Title	
Recommendation	☐ Academically Acceptable		☐ Academically Unacceptable
Comments and written reasons			
Signature	<i>Click to sign digitally</i>		Date

Dean

Printed Name		Title	
Recommendation	☐ Academically Acceptable		☐ Academically Unacceptable
Comments and written reasons			
Signature	<i>Click to sign digitally</i>		Date

Provost and Vice President for Academic Affairs

Printed Name		Title	
Recommendation	☐ Academically Acceptable		☐ Academically Unacceptable
Comments and written reasons			
Signature	<i>Click to sign digitally</i>		Date

University President

Decision	☐ Approved ☐ Denied as academically unacceptable (written reasons provided under Section 27.2.b) ☐ Deferred for program need (Section 27.2.f)		
Term approved			
President Signature	<i>Click to sign digitally</i>	Date	

Section 7. Office of the Provost Use Only

Sabbatical quota for academic year		Leaves designated one term at full pay (75 percent)	
Priority basis (Section 27.2.f)	☐ Years of full-time service (no prior CSU sabbatical) ☐ Years since last CSU sabbatical		
Priority years		Priority rank	
Term awarded		Date applicant notified	
Judgment note executed		Report due date	

CHICAGO STATE UNIVERSITY

Request for Administrative Educational Leave

CSU-UPI Local 4100 Contract, Sections 27.16 and 39.2

Academic Year of Leave		Date Submitted	
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An Administrative Educational Leave is granted at the discretion of the University President.

Section 1. Applicant Information

Name		Banner ID	
Position Title		Unit or Division	
Classification	☐ Academic Support Professional, Unit B (Section 39.2): five years of full-time service required ☐ Lecturer or Clinical Professional, Unit B (Section 39.2): ten years of full-time service and a multi-year contract required ☐ Clinical Faculty, Unit A (Section 27.16): five years of full-time service in the bargaining unit required		
Years of full-time service at CSU		Date of previous Administrative Educational Leave (or None)	

Section 2. Term Requested

Term and pay	☐ One-half year (or one academic term for a 9-month appointment) at full pay ☐ Full year (or two academic terms for a 9-month appointment) at half pay		
Leave begins		Leave ends	

Section 3. Nature, Purpose, and Plans for Leave

Attach a two- to five-page typed proposal. Include an abstract or executive summary and the detailed plan for the leave, the benefits to you, your unit, and the University, and how you will incorporate the outcomes into your duties. A programmatically acceptable proposal describes benefits for the University as a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs, including teaching, research, and service activities that directly benefit CSU students.

Abstract or Executive Summary	
Coverage of duties during the leave	
Outside support (salaries, grants, fellowships, or other financing)	☐ None applied for or expected ☐ Applied for or expected (describe below)

Source, amount, dates, and status of support

Section 4. Applicant Acknowledgment

- Unit B (Section 39.2.g): Before the leave begins, I will enter into a written agreement with the Board to return to the University for a full year after the leave. If I do not complete that service, I will refund the proportion of salary received while on leave unless the Board excuses me. The agreement is cancelled at the end of the required service or upon non-retention, death, or permanent disability.
- Unit A Clinical Faculty (Section 27.16.h): I will serve the University for at least one academic year after the leave and will execute a judgment note for the amount of the leave.
- By the end of the first academic term after I return, I will file a written report of leave activities and accomplishments with the appropriate Vice President, Dean, and Department Chair. Failure to file subjects me to sanctions under Article 5 and affects eligibility for future leaves (Sections 27.16.i and 39.2.g).

Applicant Signature	<i>Click to sign digitally</i>	Date	
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Section 5. Review and Recommendation

Supervisor

Printed Name		Title	
Recommendation	☐ Programmatically Acceptable ☐ Programmatically Unacceptable		
Comments and written reasons			
Signature	<i>Click to sign digitally</i>	Date	

Dean (if applicable)

Printed Name		Title	
Recommendation	☐ Programmatically Acceptable ☐ Programmatically Unacceptable		
Comments and written reasons			
Signature	<i>Click to sign digitally</i>	Date	

Vice President

Printed Name		Title	
Recommendation	☐ Programmatically Acceptable ☐ Programmatically Unacceptable		
Comments and written reasons			
Signature	Click to sign digitally		Date

Provost and Vice President for Academic Affairs

Printed Name		Title	
Recommendation	☐ Programmatically Acceptable ☐ Programmatically Unacceptable		
Comments and written reasons			
Signature	Click to sign digitally		Date

University President

Decision	☐ Approved ☐ Denied ☐ Deferred for program need		
President Signature	Click to sign digitally		Date

CHICAGO STATE UNIVERSITY

Policy Summary: Sabbatical Leave

CSU-UPI Local 4100 Contract, Section 27.2

Purpose and Eligibility

Section 27.2 of the CSU-UPI Local 4100 Contract governs sabbatical leave for Unit A faculty. The Board grants sabbatical leave to encourage scholarly and professional development for the mutual benefit of the University and the faculty member. A tenured faculty member is eligible to apply after completing at least five years of full-time service in the bargaining unit at the University. The University does not award a sabbatical to the same faculty member more than once every seven academic years. Sabbatical time is not cumulative. The University President grants sabbatical leave at the President's discretion.

Quota and Term

The Office of the Provost sets the sabbatical quota at the beginning of each academic year at one leave for each 17 employees, or major fraction thereof. When academically qualified proposals from eligible applicants number fewer than the quota, the number of leaves available equals the number of qualified proposals.

Faculty on 9-month appointments choose one academic term at full pay or two academic terms at half pay. Faculty on 10-, 11-, or 12-month appointments choose up to one-half of the contract year at full pay or the full contract term at half pay. Each academic year, 75 percent of the leaves available for award are designated for one academic term at full pay. A major fraction produced by the 75 percent calculation is rounded up to the next whole number. Full regular benefits continue during the leave.

Review, Priority, and Deferral

Proposals are reviewed under University procedures. The President may deny a proposal that is academically unacceptable and provides written reasons for the denial. When academically acceptable proposals exceed the leaves available, priority goes to years of full-time service at the University for faculty who have never had a CSU sabbatical, and to years since the last sabbatical for faculty who have had one. The University may defer a sabbatical for program need. Notice of deferral is given with notice of the award.

Conditions and Report

Each faculty member granted a sabbatical serves the University for at least one academic year after the leave and executes a judgment note for the amount of the leave. The note is cancelled at the end of the required year of service or at the death or permanent disability of the faculty member. The faculty member discloses all other salaries, grants, fellowships, or financial support applied for or received.

By the end of the first academic term following return, the faculty member files a written account of sabbatical activities and accomplishments, consistent with the goals stated in the proposal, with the Provost and Vice President for Academic Affairs, the Dean, and the Department Chair, using the Sabbatical Leave Report Cover Sheet. The report is made available to the department and colleagues and is placed in the personnel file. A faculty member who does not file by the deadline is subject to sanctions under Article 5 and is ineligible for future Professional Advancement Increases and Faculty Excellence Awards. Time on sabbatical counts toward promotion eligibility when the leave activity is research or professional advancement related to the faculty member's position (Section 27.2.j).

CHICAGO STATE UNIVERSITY

Retraining Leave Request

CSU-UPI Local 4100 Contract, Sections 27.3 (Unit A Faculty) and 39.3 (Unit B Academic Support Professionals)

Academic Year		Date Submitted	
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Section 1. Applicant Information

Name		Banner ID	
Department		College or Division	
Classification	☐ Unit A Faculty (Section 27.3) ☐ Unit B Academic Support Professional (Section 39.3)		

Section 2. Length and Dates of Leave (Sections 27.3.c and 39.3.c)

A retraining leave runs up to 12 months. Compensation is no less than half pay.

Leave begins		Leave ends	
Total length (months)		Compensation requested	
Submitted under Staff Reduction Procedures (Article 24 or Article 38)	☐ No ☐ Yes		
Department to which retraining could lead to transfer (if any)			

Section 3. Retraining Plan (Sections 27.3.b and 39.3.b)

Describe the purpose, method, timetable, and expected result of the retraining leave. A programmatically necessary proposal describes benefits for the University as a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs, including teaching, research, and service activities that directly benefit CSU students. Attach additional pages as needed.

Purpose
Method
Timetable

Expected result and benefit to the University

Section 4. Tenure Credit Election (Unit A only, Section 27.3.h)

Section 27.3.h requires the employee to state in writing at the time of application whether time on retraining leave should be credited toward tenure eligibility. Credit requires approval of the University President.

Election	☐ I request that time on retraining leave be credited toward tenure eligibility ☐ I do not request tenure credit ☐ Not applicable (tenured, or Unit B)
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Section 5. Applicant Acknowledgment

- I will serve the University for at least three academic years after the leave and will execute a judgment note for the amount of the retraining leave (Sections 27.3.d and 39.3.d).
- Upon completion of the leave, I will file a written report of leave activities and accomplishments with the appropriate Vice President, Dean, and Department Chair by the end of the first academic term after I return (Sections 27.3.e and 39.3.e).
- Time on retraining leave does not count toward promotion or sabbatical eligibility for Unit A faculty (Section 27.3.g), or toward Administrative Educational Leave eligibility for Unit B (Section 39.3.g).

Applicant Signature	Click to sign digitally	Date	
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Separate recommendation forms for the Chairperson, Dean, and Provost follow.

CHICAGO STATE UNIVERSITY

Retraining Leave Recommendation

Chairperson

Academic Year		Date Received	
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Employee Information

Name of employee requesting leave			
Department or College			
Leave begins		Leave ends	

Recommendation

State your recommendation with written reasons. The University evaluates retraining leave on University programmatic need: whether the new skills benefit the University (Sections 27.3.a and 39.3.a). A programmatic necessary proposal describes benefits for the University as a public, comprehensive university serving students of diverse backgrounds and educational needs, including teaching, research, and service activities that directly benefit CSU students.

Recommendation and written reasons

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Recommendation for approval of the leave

☐ Yes, recommend approval

☐ No, do not recommend approval

Chairperson Signature

Click to sign digitally

Date

CHICAGO STATE UNIVERSITY

Retraining Leave Recommendation

Dean

Academic Year		Date Received	
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Employee Information

Name of employee requesting leave			
Department or College			
Leave begins		Leave ends	

Recommendation

State your recommendation with written reasons. The University evaluates retraining leave on University programmatic need: whether the new skills benefit the University (Sections 27.3.a and 39.3.a). A programmatic necessary proposal describes benefits for the University as a public, comprehensive university serving students of diverse backgrounds and educational needs, including teaching, research, and service activities that directly benefit CSU students.

Recommendation and written reasons

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Recommendation for approval of the leave

☐ Yes, recommend approval

☐ No, do not recommend approval

Dean Signature

Click to sign digitally

Date

CHICAGO STATE UNIVERSITY

Retraining Leave Recommendation

Provost

Academic Year		Date Received	
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Employee Information

Name of employee requesting leave			
Department or College			
Leave begins		Leave ends	

Recommendation

State your recommendation with written reasons. The University evaluates retraining leave on University programmatic need: whether the new skills benefit the University (Sections 27.3.a and 39.3.a). A programmatic necessary proposal describes benefits for the University as a public, comprehensive university serving students of diverse backgrounds and educational needs, including teaching, research, and service activities that directly benefit CSU students.

Recommendation and written reasons			
Recommendation for approval of the leave	☐ Yes, recommend approval ☐ No, do not recommend approval		
Provost Signature	Click to sign digitally	Date	