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Appendix A
Guidelines for Awarding Sabbatical Leaves

Minutes of the Faculty Senate Meeting
January 13, 1972

A Master List of people eligible for leave shall be maintained by the Personnel Department. A faculty member's name is not to be entered until he has completed seven years of satisfactory service at which time he shall be assigned seven "points". In September of each year the list shall be updated by the addition of newly eligible names and the addition of extra points to those already eligible -- one point each for the past year of service. Applications for sabbatical leave, which must be made in advance, can be submitted in anticipation of the seven point eligibility. When a faculty member is awarded a leave, his points are to be reduced by seven if he takes one semester at full pay or two semesters at half pay. They will be reduced by fourteen if he takes two semesters at full pay.

The Committee recommends a system of priorities as follows:

- (a) Two leaves are reserved until for reasons of health. However, sabbaticals allocated to the College should be used only after accrued sick leave has been exhausted.
- (b) All other leaves are to be granted on the basis of total point accumulations regardless of length of leave requested.
- (c) Ties are to be broken by any random selection procedure.
- (d) Acceptance of a sabbatical leave grant is binding on the faculty member unless the administration is notified in writing by
- (e) Should situations arise where a decision is difficult to reach within these guidelines, it is recommended that the President should consult with the Double Increment Committee to determine the merits of individual cases.

It is recognized that under this procedure it would be possible for one academic department to have a very high percentage of its people on leave at one time. Heads of large departments should be prepared to maintain the department and still grant leaves to at least twenty percent of their staff members. Heads of very small departments (where twenty percent is less than one person) should be able to permit at least one leave annually as members become eligible.