



Minnesota
STATE COLLEGES
& UNIVERSITIES

Human Resources Guideline & Interpretation

Minnesota State College Faculty (MSCF) Sabbatical Leave

TRG0001

Purpose: To clarify the sabbatical leave process.

Affects: All Colleges.

Authoritative References: The employment contract between the Minnesota State Colleges and Universities Board of Trustees and the Minnesota State College Faculty, Article 17 – Professional Development, Section 4. Sabbatical Leave.

Required Forms: These forms are grouped together as one file: [.pdf](#) / [.docx](#).

- **Form 1** Faculty Sabbatical Leave: Application
- **Form 2** Faculty Sabbatical Leave: Plan
- **Form 3** Faculty Sabbatical Leave: College Review of the Plan
- **Guide A** Faculty Sabbatical Leave: Guidelines for Writing the Plan
- **Guide B** Faculty Sabbatical Leave: Criteria

Responsibility for Implementation: It is the responsibility of the college president, in concert with the chief human resources officer, to assure the requirements of the MSCF employment contract are met, and processing timelines to the Office of the Chancellor are adhered to.

Attachments: Faculty Sabbatical Application Summary List ([attachment 1](#))

Introduction: Sabbatical leaves are provided to maintain the high level of academic excellence necessary to meet the missions of the Minnesota State Colleges and Universities and its institutions. Sabbatical leaves may be awarded for various reasons related to scholarly or professional growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the applicant. Typical sabbatical undertakings include, but are not limited to, activity that enhances teaching or research, writing, work related to the visual and performing arts (creation or performance), post-terminal degree study, and travel for the purpose of study or research.

The following is a clarification of the faculty sabbatical leave process. The Office of the Chancellor, Human Resources Division calculates the number of sabbatical leaves that may be awarded by each college and notifies the college *no later than December 1* of the year preceding the sabbatical year. The

number of sabbaticals approved for a college is calculated according to the stipulations in the Minnesota State College Faculty employment contract.

Each academic year during the month of September, the college will inform the faculty of the upcoming dates to apply for a sabbatical leave to be effective the next academic year. The information notice shall include the local campus process. Such as, where application forms can be obtained, either a link to the MnSCU HR Website or a hard copy from whom, deadline dates for submitting applications, the designated college official to receive the applications, and timelines for the appropriate administrative review and approval process, etc.

Applications and plans for sabbatical leave shall be submitted to the college president or designee between *October 24 and November 15* in the year preceding the academic year during which the faculty member is planning to take the leave. The application and plan must be delivered to the college president or designee by *November 15* or mailed by certified mail not later than *November 15* to be considered.

Sabbatical leaves shall be reviewed by the appropriate academic affairs and/or student affairs administrators, with final approval by the college president if all criteria listed in the Minnesota State College Faculty employment contract are met. If a faculty member desires to change the substance of the sabbatical plan which was previously approved, the faculty member shall submit an amended plan to the college president. If the college president disapproves the amended plan based on failure to meet sabbatical leave plan criteria, the faculty member may submit an alternative plan(s).

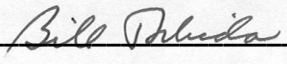
Copies of **Form 1** Faculty Sabbatical Leave: Application, for each faculty member who met the application deadline and whose plan has been approved, conditionally approved or denied, shall be listed on Faculty Sabbatical Application Summary List (attachment 1) and the list shall be forwarded to the Office of the Chancellor, Human Resources Division, Personnel no later than December 1.

The Office of the Chancellor will complete the analysis and determine which faculty members meet the eligibility criteria as stipulated by the Minnesota State College Faculty employment contract. Colleges will be notified no later than *January 10*.

Written notification of approval, rejection or ineligibility will be provided to the faculty member by the college president or designee no later than *January 15*.

Upon ***returning from sabbatical***, the faculty member ***shall submit their sabbatical report*** as a written description of plan activities undertaken during the sabbatical to the college president or designee. See sabbatical report form included in **Guide B** Faculty Sabbatical Leave: Criteria.

Approved: **January 28, 1997**
Revised: **September 12, 1999**
 May 15, 2009



Vice Chancellor, Human Resources

May 15, 2009

Date