


MEMORANDUM OF AGREEMENT
Sabbatical

To promote amicable employer-employee relations and to provide expeditious implementation, Ramapo College and the American Federation of Teachers (AFT) Local 2274 agree to the following:


The attached document is a revision of Section 11.0 of the Faculty Handbook, *Sabbatical Leave Policy and Procedures* to implement Article XXVII.A of the CURRENT AGREEMENT. Specifically, the language, "...have completed a period of six (6) or more years of service" therefore, removing the word consecutive used in Faculty Handbook 11.0 item 2, Eligibility. This agreement is effective beginning the 2014-2015 application year.

In WITNESS WHEREOF, the parties hereto have executed this Agreement this 12th day of April 2014.

FOR RAMAPO COLLEGE OF NEW JERSEY:



Peter P. Mercer
President




Beth, Barnett
Provost

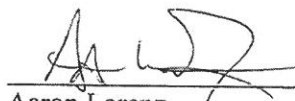


Maria Krupin
Vice President for Administration & Finance

**FOR COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS, AFT, AFL-CIO,
LOCAL 2274**



Martha Ecker
President, AFT Local 2274



Aaron Lorenz
Secretary, AFT Local 2274

11.0 SABBATICAL LEAVE POLICY AND PROCEDURES

In accordance with Article XXVII of the CURRENT AGREEMENT, the guidelines listed herein represent the College's Sabbatical Leave Policy and Procedures:

1. Statement of Policy

A sabbatical leave is a means of increasing a faculty member's/librarian's value to the College by developing his/her potential for growth in his/her field of knowledge, art, science, or profession and enabling him/her to devote himself/herself without reservation or distraction to a particular problem, project or study.

2. Eligibility

All full-time faculty members and librarians, who, as of June 30 prior to the year for which the leave is requested, have completed a period of six or more years at the College, shall be eligible to apply for a sabbatical leave. Sabbatical leaves are granted no more frequently than once every seven years.

3. Purpose

- a. Application may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher. Sabbatical leaves may also be granted for the pursuit of an accredited terminal degree program in an appropriate field of study (CURRENT AGREEMENT, Article XXVII, Section A,2.b.)
- b. Consistent with Article XXVII, Section A.2.b. of the CURRENT AGREEMENT and with the intent of the College's Scholarly Achievement criterion, performances and exhibitions in the fine arts are also considered as reasons for sabbatical leaves.

4. Terms of Sabbatical Leave

- a. Pursuant to Article XXVII, Section B of the CURRENT AGREEMENT, the following terms are applicable:
 1. Half-year leaves shall be at the rate of full salary.
 2. Full-year leaves shall be at the rate of three-quarters (3/4) salary.
 3. For librarians, half-year leaves shall be five months and full-year leaves, ten months.
 4. Sabbaticals must be taken for the semester(s) awarded. Under extraordinary circumstances and upon application to and approval from the Dean and the Provost/Vice President for Academic Affairs a sabbatical may be postponed to the next academic year.
 5. The period of the leave shall be credited for increment purposes, where such credit is relevant.
 6. An employee on sabbatical leave shall be entitled to the continuation of pension and insurance programs benefits as provided in the applicable plans.

7. Each faculty member accepting a leave must sign a written statement obligating him or her to continue to serve for at least one year after expiration of the term of the leave.
8. Faculty members on such leave are permitted to receive additional compensation in the form of fellowships, government grants, and honoraria for purposes related to the leave, in addition to the partial salary from the College, provided the total compensation from all sources does not exceed such faculty member's full salary at the College. The leave may not be used to accept paid employment during the period of the leave.

5. Criteria for the Evaluation of Sabbatical Proposals

Sabbatical proposals will be evaluated on four criteria: **Merit**; **Past Performance**; **Exceptional Service**; and **Expedition**.

a. Merit

The applicant must demonstrate the merit of his/her proposal. The following questions will guide the evaluation of the merit of a proposal.

1. Substantiality

Does the applicant propose to do work of demonstrable importance that will be subject to peer review upon completion?

The substantiality of the proposal may be demonstrated by:

- letter(s) from Ramapo colleagues or external colleague(s) in a related or comparable field;
- a review of related work in the field that places this project in context or demonstrates its utility and/or originality;
- a description of potential venues (journal, presentations, conferences) for peer review;
- an accepted publication/performance proposal; or
- other support of the quality, purpose, and construction of the proposal.

2. Feasibility

Has the applicant demonstrated that the proposed work can and will be completed in the time requested? If feasible, is the project time-sensitive (may only be completed in the period requested by the applicant)?

The feasibility of the project may be demonstrated by:

- evidence of preliminary work completed or in process;
- a sufficiently specific and detailed proposal that demonstrates that this activity can be completed within the period of the sabbatical leave.; or
- other support that the proposal is feasible.

- If the project is time-sensitive, this may be demonstrated by:
- evidence that essential components of the project are only available during the requested time.
- evidence that external support for the proposed project is only available during the requested time, or place/event; or
- other support that the proposal is time-sensitive or place/event sensitive.

3. Demonstrated Benefit to Ramapo College and/or its Students

Has the applicant illustrated the ways in which the completion of the proposed project benefits the College and/or its students?

These benefits of the project to Ramapo College may be demonstrated through:

- illustration of the significance of the project's scholarship to the discipline or field;
- documenting how the completion of the project will enhance the learning of Ramapo College students;
- documentation of how the completion of this project will support the strategic objectives of the College;
- documenting the impact of the project on Ramapo College students and/or the college community;
- documentation of the important contribution to the applicant's professional growth and benefits of that growth to the College; or
- other support of the benefits of the project to the College and its students.

4. Expedition

The sabbatical leave is intended to provide an uninterrupted period of time for enrichment. The sabbatical proposal should include activity that could not normally be pursued as expeditiously while the faculty member is engaged with his or her regular academic responsibilities.

The committee should evaluate whether the sabbatical leave will allow the applicant to pursue the proposed activity expeditiously. To that end, the applicant should provide either:

- a milestone schedule for the stages and completion of the project; or
- an itinerary of the proposed work and reasonable expectations for the time required to complete it.

b. Past Performance or Potential for Effectively Using the Sabbatical

The applicant must demonstrate a sound record of accomplishment. The following questions will guide the evaluation of the applicant's record.

1. Past Scholarship

Has the applicant demonstrated a successful record of accomplishment in scholarship (as defined by the Faculty Handbook) in the past, and continuing to the present?

Accomplishments in scholarship may be demonstrated by:

- a complete curriculum vita (CV);
- peer reviews of the applicant's scholarly work;
- other support of accomplishment in scholarship.

2. Prior Support

In the event that the applicant has received prior institutional support within the past six (6) years, the committee shall evaluate the demonstrated success of those projects. Accomplishments in prior support **must** be demonstrated by:

- a comprehensive summary of prior institutional support, including a brief explanation of the outcome/success of each instance of support.

c. Exceptional Service

In addition to **Merit** and **Past Performance**, the committee will consider the applicant's **exceptional** service to the college, including but not limited to: search committees, accreditation, assessment, task forces, Middle States, and demonstrated contributions to major college initiatives or college governance. Exceptional service may be demonstrated by:

- letter(s) from Ramapo College colleague(s) or an external colleague(s) describing the service performed by the candidate and the positive benefits of the service to the College or Ramapo College students;
- a description of the candidate's participation and the positive benefits of the service to the College or Ramapo College students; or
- other materials that demonstrate exceptional service.

6. Application

a. An application for a sabbatical leave will include the following:

1. A detailed proposal which includes:

- a. detailed description of the project incl. a milestone schedule
- b. specific reference to the category into which the sabbatical request falls

- c. how the proposal meets the four criteria for evaluation
2. A summary of the prior six (6) years of institutional support
3. The candidate's CV in Ramapo format
4. A signed pledge to file a complete report with the College within one semester after the expiration of the term of the sabbatical leave.

7. Sabbatical Leave Review

Applications for Sabbatical Leave will be reviewed by the Sabbatical Committee.

- Committee Composition
- Six tenured faculty members, one from each school and one from the library, elected by the unit
- One representative from the AFT – ex officio
- One representative from the Administration – ex officio

Voting

All votes are confidential

A vote shall be taken separately on Merit, given a value of 1-5 points, with one being the lowest and five being the highest. Another vote shall be taken on Past Performance and Exceptional Service combined, with one being the lowest and five being the highest. Further the two votes shall be weighted as follows: Merit at 60%, Past Performance and Exceptional Service combined at 40% for a total of 100 %. All applications will be ranked accordingly. In case of a tie, both applications are reconsidered and another vote is taken on both applications.

8. Procedures

- a. The candidate submits an application for sabbatical leave to his/her unit via the Dean for review and endorsement. The applicant is responsible for ensuring completeness of application.
The unit council discusses the proposal with respect to its technical feasibility and to its merit and votes to support or not to support the application.
- b. The Dean adds his/her recommendation to that of the Unit Council and forwards all applications for sabbatical leave along with the recommendations to the Sabbatical Committee by the announced calendar deadline.
A copy of the Unit Council and Dean recommendation is provided to the applicant.
- c. Each candidate may be requested to appear before the Sabbatical Committee for discussion of his/her respective application prior to the Committee's deliberations.

- d. The Sabbatical Committee will have the right to request and receive additional information when necessary. Incomplete applications will be returned to the unit.
- e. The Sabbatical Committee will review the merits of all applications for sabbatical leave based on the four criteria and make recommendations to the Provost/Vice President for Academic Affairs who in turn makes recommendations to the President.
- f. In such cases where the Sabbatical Committee does not make a positive recommendation, the Committee will notify the candidate in writing.
- g. After such notification the candidate may request and receive a conference with the Sabbatical Committee. In all cases, the candidate will have at least forty-eight (48) hours prior notice of the scheduled conference. This conference will be held prior to a recommendation being submitted by the Committee to the Provost/Vice President for Academic Affairs. The candidate may waive the forty-eight (48) hour prior written notice procedure by notifying the chairperson of the Sabbatical Committee in writing.
- h. The Sabbatical Committee will make recommendations to the Provost/Vice President for Academic Affairs, in ranked order. All candidates will be ranked by the committee, however, only those applicants with a cumulative score of 20 points or above will be recommended for a sabbatical. Where one or more half-year sabbaticals remain available and meritorious one-year requests have not been satisfied, these applicants will be asked, in ranked order, if they wish to be considered for the remaining half-year leaves. Candidates will be informed of these recommendations and this information is forwarded by the Sabbatical Committee to the Provost/Vice President for Academic Affairs and to the President.
- i. In the event that a recommended person should decline the sabbatical leave, the sabbatical semester will be added to the number of sabbatical semesters allocated the following academic year.
- j. The College administration will inform the faculty of the number of sabbatical semesters funded each year.. The number of sabbatical semesters will be determined as being a minimum of five (5) percent of the number of eligible faculty/librarians to an approximate limit of eight (8) percent of the number of eligible faculty/librarians. The Office of Employee Relations will provide AFT Local 2274 a copy of the calculations by October 1 of each year.
- k. For application year 2012-2013 there will be nine (9) semesters of sabbatical leave. Further, for application year 2012-2013 only, there will be four (4) additional semesters for a total of thirteen (13) semesters of sabbatical leave. For subsequent years, sabbatical leaves will be calculated as noted in item j. above.

9. Deadline Dates

A sabbatical calendar will be posted on the Employee Relations and Provost's web pages.