

Replacement for RRPM, Article IV.D.8

8. Sabbatical Leave

A sabbatical leave is intended for the mutual benefit of the University and the person granted leave. Generally, the recognized purpose of a sabbatical leave is to:

- refresh and reinvigorate tenured faculty members, physically and academically, in their own scholarly interests and those of the University; and
- encourage scholarly research that will enhance the stature of both the individual and the institution; and
- improve, through appropriate activities, the academic qualifications and professional competence of the Faculty; and
- stimulate scholarly contributions of high caliber in the future.

A sabbatical leave may be approved subject to chapter 4 of Title 4, Guam Code Annotated, section 4110.2. University of Guam – Sabbatical Leave

Academic employees of the University of Guam, all of whom are permanent residents of Guam, may be given a sabbatical leave of absence upon completion of seven (7) consecutive years of satisfactory teaching service. To be eligible for such sabbatical leave, an employee must have obtained a graduate degree and tenure. Any accumulated regular annual leave must be included within and taken at the same time as the sabbatical leave. The University of Guam Board of Regents shall determine eligibility for such leave and shall schedule the same in such a way as to not unduly interfere with or disrupt the operations of the University of Guam.”

A sabbatical leave is a privilege and not an entitlement. A sabbatical leave is not granted automatically. Each request shall include a detailed proposal of sabbatical activity and expected benefits, as approved by the Dean/Director.

It is the responsibility of the faculty member to provide the Dean/Director with addresses for correspondence and a timetable for specific accomplishments throughout the sabbatical period sufficient to enable the Dean/Director to ensure that appropriate development activities are in progress in line with the approved Comprehensive Faculty Evaluation System (CFES) development plan.

Sabbatical leave may be authorized for an eligible member of the tenured faculty in accordance with the following criteria, procedure, and conditions:

a. Eligibility

Tenured full-time faculty members are eligible for a sabbatical leave after seven (7) years of consecutive full-time employment with the University. Application may be made during the seventh year for a sabbatical during the eighth year, but applications must be received no later than six (6) months before the requested date to begin the sabbatical, absent extraordinary circumstances. Eligible academic employees must serve an additional seven consecutive years as a full-time employee following a sabbatical leave in order to be eligible to apply for another sabbatical. All requirements of GCA Title 4, Chapter 4, section 4110.2 must be met.

Approved by the Board of Regents, April 22, 2010

Resolution Reference: BOR 10-10

Replacement for RRPM, Article IV.D.8

b. Criteria

Benefit to the University; benefit to the faculty member's professional development; length of creditable service and an approved plan of appropriate professional development in accord with the Comprehensive Faculty Evaluation System. The Dean/Director must approve the plan in writing.

c. Procedure

An eligible faculty member desiring a sabbatical leave shall submit an application to the Chair/Director of his or her division or Other Assigned Area. The Chair or Director shall make his or her recommendation to the Dean of the College or the Assistant Vice President for Graduate Studies, Sponsored Programs and Research. The Dean/Director shall consider the application, consult with the College AAC, and forward a recommendation to the Senior Vice President, Academic and Student Affairs, for action. A faculty member whose application for sabbatical leave is not recommended by his or her Chair, Director, or Dean may appeal the recommendation in writing to the Senior Vice President, Academic and Student Affairs. The Senior Vice President's decision is final.

d. Conditions

Sabbatical leave options and terms for faculty on academic year appointment (9 month) shall be one semester (Schedule A), or for one academic year (two consecutive semesters) using salary Schedule B. For those whose primary assignment is not teaching, sabbatical leaves of one semester or less or between one-semester and 9 months may be granted. Employees choosing sabbatical leaves of shorter duration than the maximum under either salary option will forfeit the unused portion.

For faculty on 12 month appointments, the options and terms of the sabbatical leave shall be six to twelve (6-12) consecutive months on salary Schedule A or zero to six (0-6) months on salary Schedule B. Employees requesting sabbatical leaves of shorter duration than the maximum under either salary option will forfeit the unused portion.

Sabbatical Leave Salary

Full time faculty	Length of Leave	Salary Scale used
Academic year (Nine-month) faculty	One semester	Schedule A
	Two consecutive semesters	Schedule B
Calendar Year (Twelve-month) faculty	Less than 6 months	Schedule A
	6-12 months	Schedule B

Approved by the Board of Regents, April 22, 2010
Resolution Reference: BOR 10-10

Replacement for RRPM, Article IV.D.8

In those cases when members of the faculty are on sabbatical leave and receiving salary from Schedule B, the first lien on the salary differential is toward the employee's fringe benefits; the second lien is toward contractual or administrative replacement costs.

The employee continues as a full time University of Guam employee for the leave period. Therefore, while on sabbatical leave, the employee shall not engage in gainful employment unless approved by the appropriate supervisor and the Senior Vice President.

It is the obligation of the applicant to engage in appropriate professional development and scholarly activities according to the approved plan and to make a detailed report in writing, describing the work done and accomplishments realized during the sabbatical leave, and to submit all supporting products to the Chair, the Dean/Director, and the appropriate Vice President within twenty (20) business days after returning to full-time duty with the University of Guam.

It is also the obligation of the employee to return to regular duties at the University for at least one calendar year upon completion of the sabbatical leave, or to return the salary received on sabbatical.