



**UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN  
Board of Regents**

**RESOLUTION NO. 10-10**

**RELATIVE TO ADOPTING A REVISED SABBATICAL LEAVE POLICY  
FOR THE UNIVERSITY OF GUAM**

**WHEREAS**, the University of Guam is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

**WHEREAS**, the governance of the University is vested in the Board of Regents which has responsibility for the policies governing administration of academic personnel at the University; and

**WHEREAS**, pursuant to 17 GCA § 16112, the Board of Regents is authorized to adopt rules and regulations governing the compensation of academic personnel; and

**WHEREAS**, pursuant to 4 GCA § 4110.2 as contained in PL 30-125, the Board of Regents is authorized to enact rules and regulations governing the eligibility, criteria and scheduling of such leave; and

**WHEREAS**, on November 20, 2008, the Board revised the University Sabbatical Leave Policy to conform with 4 GCA § 4110 as then written and an Interim Sabbatical Leave Policy was subsequently approved on December 18, 2008 (Resolution No. 08-43); and

**WHEREAS**, the administration and faculty have worked with the 30<sup>th</sup> Guam Legislature to amend the current law and add a new section for the University consistent with the traditions of higher education, resulting in Public Law 30-125; and

**WHEREAS**, the sabbatical salary schedules (Schedules A and B) are attached in order to clarify the employment status of a faculty member on sabbatical; and

**WHEREAS**, following review by the Faculty Union and the administration, the President has recommended, the Academic, Personnel and Tenure (AP & T) Committee has reviewed, and together they recommend that the Board approve the attached Sabbatical Leave Policy, incorporating the elements of the old sabbatical leave policy that served the University well for more than 25 years and providing for sabbatical salary Schedules A and B.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents hereby approves the University of Guam Sabbatical Leave Policy, to be incorporated in the Rules, Regulations and Procedures Manual (RRPM), as section IV. D. 8, as attached.

Adopted this 22<sup>nd</sup> day of April, 2010.

A handwritten signature in black ink, appearing to read "P. Sonny P. Ada".

P. Sonny P. Ada, Chairman

ATTESTED:

A handwritten signature in black ink, appearing to read "Robert A. Underwood".  

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Robert A. Underwood, Executive Secretary

## Schedule (A)

## FACULTY SALARY SCHEDULE

Revised: 11/23/09

NINE &amp; TWELVE MONTH ACADEMIC EMPLOYEES

AS PER BOR RESOLUTION # 09-25, December 17, 2009

(Recommended for Implementation AY2010)

Effective: January 19, 2010

POSITION TITLE	STEP	NINE MONTH SALARY	TWELVE MONTH SALARY
I  ASSISTANT INSTRUCTOR/ EXTENSION AGENT I	1	\$ 29,720	\$38,635
	2	\$ 30,624	\$39,811
	3	\$ 31,573	\$41,045
	4	\$ 32,569	\$42,341
	5	\$ 33,615	\$43,700
	6	\$ 34,714	\$45,128
	7	\$ 35,868	\$46,628
	8	\$ 37,078	\$48,208
	9	\$ 38,350	\$49,855
II  INSTRUCTOR/ EXTENSION AGENT II	1	\$33,167	\$43,117
	2	\$34,231	\$44,501
	3	\$35,350	\$45,955
	4	\$36,526	\$47,483
	5	\$37,758	\$49,086
	6	\$39,054	\$50,768
	7	\$40,413	\$52,536
	8	\$41,842	\$54,394
	9	\$43,340	\$56,342
	10	\$44,916	\$58,389
	11	\$46,569	\$60,540
	12	\$48,305	\$62,797
	13	\$50,131	\$65,171
	14	\$52,051	\$67,666
	15	\$54,070	\$70,291
	16	\$56,195	\$73,054
	17	\$58,431	\$75,962
	18	\$60,786	\$79,023
	19	\$63,266	\$82,248
	20	\$65,879	\$85,645
III  ASSISTANT PROFESSOR/ EXTENSION AGENT III	1	\$38,316	\$49,810
	2	\$39,609	\$51,492
	3	\$40,967	\$53,257
	4	\$42,393	\$55,110
	5	\$43,892	\$57,060
	6	\$45,464	\$59,104
	7	\$47,116	\$61,251
	8	\$48,850	\$63,506
	9	\$50,672	\$65,874
	10	\$52,581	\$68,356
	11	\$54,588	\$70,965
	12	\$56,697	\$73,706
	13	\$58,910	\$76,583
	14	\$61,235	\$79,604
	15	\$63,673	\$82,776
	16	\$66,237	\$86,107
	17	\$68,925	\$89,601
	18	\$71,750	\$93,275
	19	\$74,717	\$97,133
	20	\$77,832	\$101,182

Schedule (A)

**FACULTY SALARY SCHEDULE**  
**Revised: 11/23/09**  
**NINE & TWELVE MONTH ACADEMIC EMPLOYEES**  
**AS PER RESOLUTION #09-25, December 17, 2009**  
**(Recommended for Implementation AY2010)**  
**Effective: January 19, 2010**

POSITION TITLE	STEP	NINE MONTH SALARY	TWELVE MONTH SALARY
IV  ASSOCIATE PROFESSOR/ EXTENSION AGENT IV	1	\$42,422	\$55,148
	2	\$43,942	\$57,123
	3	\$45,538	\$59,199
	4	\$47,215	\$61,378
	5	\$48,975	\$63,667
	6	\$50,821	\$66,066
	7	\$52,760	\$68,588
	8	\$54,798	\$71,236
	9	\$56,937	\$74,017
	10	\$59,182	\$76,938
	11	\$61,540	\$80,003
	12	\$64,017	\$83,223
	13	\$66,616	\$86,600
	14	\$69,346	\$90,151
	15	\$72,214	\$93,879
	16	\$75,226	\$97,793
	17	\$78,384	\$101,579
	18	\$80,735	\$104,955
	19	\$83,157	\$108,104
	20	\$85,651	\$111,347
V  PROFESSOR/ EXTENSION SPECIALIST	1	\$51,834	\$67,384
	2	\$53,813	\$69,955
	3	\$55,890	\$72,657
	4	\$58,072	\$75,493
	5	\$60,363	\$78,472
	6	\$62,768	\$81,598
	7	\$65,295	\$84,882
	8	\$67,944	\$88,327
	9	\$70,729	\$91,949
	10	\$73,654	\$95,751
	11	\$76,725	\$99,743
	12	\$79,947	\$103,931
	13	\$82,344	\$107,048
	14	\$84,816	\$110,259
	15	\$87,360	\$113,568
	16	\$89,981	\$116,975
	17	\$92,681	\$120,485
	18	\$95,460	\$124,098
	19	\$98,325	\$127,823
	20	\$101,274	\$131,656

1. This Faculty Salary Schedule is for nine-month and twelve-month faculty. Compensation for both nine-month and twelve-month faculty shall continue to be at parity as per the BOR-GFT Agreement Article VII.F.
2. All faculty in the ranks of Instructor/Extension Agent II and Assistant Professor/Extension Agent III and Associate Professor/Extension Agent IV may reach Step 16 of the respective ranks. All faculty have the potential to reach Step 20 of the Professorial/Extension Specialist rank.
3. Additionally, absent extraordinary circumstances, Steps 17 and above at the Instructor rank (bolded/shaded area) are reserved for hard-to-hire positions. See HRO for procedures using hard-to-hire scale for any faculty rank..
4. The ability for all faculty to reach Step 20 of the Professor/Extension Specialist rank replaces the policy of increment eligibility every three years for Step 12 at this rank. This shall mean that the salary at Professor/Extension Specialist Step 20 is the highest nine-month faculty salary that can be achieved at the University. Absent extraordinary circumstances, Steps 17 and above at Assistant Professor/Extension Agent III and Associate Professor/Extension Agent IV (shaded area) are reserved for hard-to-hire positions with a terminal degree. See HRO for procedures using the hard-to-hire scale for any faculty rank.
5. A Faculty when promoted to the next faculty rank, shall receive a salary increase closer to and not less than a two-step salary increase in the faculty rank held prior to the promotion.

## Schedule (B)

## SABBATICAL SALARY SCHEDULE B

As of 04/13/2010

NINE &amp; TWELVE MONTH ACADEMIC EMPLOYEES

AS PER BOR RESOLUTION #10-10, April 22, 2010

For faculty approved for a full year sabbatical

Effective: April 22, 2010

POSITION TITLE	STEP	NINE MONTH SALARY	TWELVE MONTH SALARY
I  ASSISTANT INSTRUCTOR/ EXTENSION AGENT I	1	\$ 19,328	\$25,126
	2	\$ 19,916	\$25,891
	3	\$ 20,533	\$26,693
	4	\$ 21,181	\$27,536
	5	\$ 21,861	\$28,420
	6	\$ 22,576	\$29,348
	7	\$ 23,326	\$30,324
	8	\$ 24,114	\$31,348
	9	\$ 24,941	\$32,423
II  INSTRUCTOR/ EXTENSION AGENT II	1	\$21,570	\$28,041
	2	\$22,262	\$28,941
	3	\$22,990	\$29,886
	4	\$23,754	\$30,880
	5	\$24,556	\$31,923
	6	\$25,398	\$33,017
	7	\$26,282	\$34,167
	8	\$27,211	\$35,374
	9	\$28,186	\$36,642
	10	\$29,210	\$37,973
	11	\$30,286	\$39,371
	12	\$31,415	\$40,839
	13	\$32,602	\$42,383
	14	\$33,851	\$44,006
	15	\$35,164	\$45,713
	16	\$36,546	\$47,510
	17	\$38,000	\$49,401
	18	\$39,531	\$51,392
	19	\$41,145	\$53,489
	20	\$42,844	\$55,698
III  ASSISTANT PROFESSOR/ EXTENSION AGENT III	1	\$25,541	\$33,203
	2	\$26,403	\$34,325
	3	\$27,309	\$35,501
	4	\$28,259	\$36,736
	5	\$29,258	\$38,036
	6	\$30,306	\$39,399
	7	\$31,408	\$40,830
	8	\$32,563	\$42,333
	9	\$33,778	\$43,912
	10	\$35,050	\$45,566
	11	\$36,388	\$47,305
	12	\$37,794	\$49,132
	13	\$39,269	\$51,050
	14	\$40,819	\$53,064
	15	\$42,444	\$55,178
	16	\$44,154	\$57,399
	17	\$45,925	\$59,728
	18	\$47,829	\$62,177
	19	\$49,806	\$64,749
	20	\$51,883	\$67,448

**Schedule (B)**

**SABBATICAL SALARY SCHEDULE B**  
**As of 04/14/2010**  
**NINE & TWELVE MONTH ACADEMIC EMPLOYEES**  
**AS PER RESOLUTION #10-10, April 22, 2010**  
**For faculty approved for a full year sabbatical**  
**Effective: April 22, 2010**

POSITION TITLE	STEP	NINE MONTH SALARY	TWELVE MONTH SALARY
IV  ASSOCIATE PROFESSOR/ EXTENSION AGENT IV	1	\$28,279	\$36,762
	2	\$29,292	\$38,078
	3	\$30,356	\$39,462
	4	\$31,474	\$40,915
	5	\$32,647	\$42,440
	6	\$33,877	\$44,040
	7	\$35,170	\$45,721
	8	\$36,528	\$47,486
	9	\$37,954	\$49,340
	10	\$39,451	\$51,287
	11	\$41,023	\$53,330
	12	\$42,674	\$55,476
	13	\$44,406	\$57,728
	14	\$46,226	\$60,095
	15	\$48,138	\$62,580
	16	\$50,146	\$65,189
	17	\$52,251	\$67,713
	18	\$53,818	\$69,963
	19	\$55,432	\$72,062
	20	\$57,095	\$74,224
V  PROFESSOR/ EXTENSION SPECIALIST	1	\$34,553	\$44,918
	2	\$35,872	\$46,632
	3	\$37,256	\$48,433
	4	\$38,711	\$50,324
	5	\$40,238	\$52,309
	6	\$41,841	\$54,393
	7	\$43,526	\$56,582
	8	\$45,291	\$58,879
	9	\$47,148	\$61,293
	10	\$49,098	\$63,828
	11	\$51,145	\$66,489
	12	\$53,293	\$69,280
	13	\$54,891	\$71,358
	14	\$56,538	\$73,499
	15	\$58,234	\$75,704
	16	\$59,981	\$77,976
	17	\$61,781	\$80,315
	18	\$63,634	\$82,724
	19	\$65,543	\$85,207
	20	\$67,509	\$87,762

1. This Faculty Salary Schedule is for nine-month and twelve-month faculty. Compensation for both nine-month and twelve-month faculty shall continue to be at parity as per the BOR-GFT Agreement Article VII.F.
2. This salary schedule is the companion to the Schedule A and should be used for full time compensation for faculty members who have been approved to take a full sabbatical year.

## 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

<b>Full time faculty</b>	<b>Length of Leave</b>	<b>Salary Scale used</b>
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.