

COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS

Policy 310: CSUS Board Sabbatical Leave Policy

Board Policy

To assist in recruiting and retaining qualified faculty members for the CSUS, and also to provide professional development opportunities to allow dedicated faculty members to enhance their skills, understandings, intellectual accomplishments, and expertise, the Board authorizes the campus Presidents to implement Sabbatical Leave Programs approved by the Board consistent with C.R.S. § 23-5-123.

Procedures:

1. Each CSUS campus shall develop a written Faculty Sabbatical Leave Policy -- with procedures providing for peer, administrative, Provost, and Presidential review and approval of Leaves -- to the Academic Affairs Committee pending final Board approval. The Board approves any such policies and revisions thereto.
2. Only members of the academic faculty, exempt from the State Classified System, qualify for consideration for faculty sabbatical leave with a lapse of at least six (6) years after 1) initial appointment or 2) the completion of the applicant's most recent sabbatical.
3. All approved faculty sabbatical leaves must include certification by the Provost of the results of a competitive review process.
4. Presidents submit the approved awards for the coming year to the Academic Affairs Committee for report to the Board during an annual meeting, typically in December.
5. The Presidents submit to the Academic Affairs Committee summaries of the reports of all sabbatical leaves completed during the prior year for report to the Board during an annual meeting, typically in December.
6. The General Assembly has authorized the Board to grant sabbatical leave for staff members (defined as an employee who serves in a management position or similar capacity, including a director and up to a vice president) and that such sabbatical should only be granted when it results in adding value to the institution, the students' education, and the state. The Board acknowledges the difference between well-established faculty sabbatical leave and staff sabbatical leave, and that staff are responsible for supporting the educational environment and the operations of the institutions. At this time, the Board has determined that granting staff sabbatical leave would not add value to the System Institutions, our students' education, or the State of Colorado. Accordingly, it is the Board's policy that it

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does not grant staff sabbatical leave, as the statutory grounds for granting such leave – adding value to the System Institutions, the education of System students, and the State of Colorado – have not been satisfied at this time.

7. The Chancellor and the Presidents retain copies of approved leaves and reports on file for public inspection upon request.

History:

- Policy and Procedures Manual effective October 4, 2013, by Board Resolution;
- Previous approval for sabbatical and other leaves delegated to the President by Board Resolution on August 3, 2012;
- Amended by Board Resolution on October 5, 2023.