

**RESOLUTION TO MODIFY  
SABBATICAL LEAVE FOR DEPARTMENT CHAIRPERSONS POLICY, 3356-10-08**

**WHEREAS,** University Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS,** this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS,** action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**3356-10-08    Sabbatical leave for department chairpersons.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: September 1998; March 2007; February 2011;  
March 2013; December 2018; March 2019;  
June 2024  
Board Committee: Academic and Student Affairs  
**Effective Date:** June 7, 2024  
Next Review: 2029

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- (A) Policy statement. Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities which benefit both the chairperson and Youngstown state university (university).
- (B) Parameters.
  - (1) Up to one sabbatical is provided each year for academic chairpersons.
  - (2) A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
  - (3) The sabbatical can be awarded for a period of up to twelve months. Sabbatical leave recipients will receive ninety per cent of their monthly salary for the period of their leave.
  - (4) Fringe benefits, including retirement provisions, will continue during the sabbatical period.
- (C) Procedures.
  - (1) The office of academic affairs distributes applications and deadline dates during the fall term.

- (2) A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to the provost/vice president for academic affairs, who awards the sabbatical.
- (3) Along with the application, applicants are required to consult with their dean who will provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
- (4) Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the provost/vice president for academic affairs for inclusion in the chairperson's personnel file in the office of human resources.
- (5) Recipients of these sabbaticals must return to the university for a minimum of two years of full-time service following the leave. Failure to adhere to this service requirement requires the recipient to reimburse the university within a two-year period for the full amount of the salary provided during the leave.

### 3356-10-08 Sabbatical leave for department chairpersons.

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Responsible Officer:	Provost and Vice President for Academic Affairs
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Board Committee:	Academic and Student Affairs
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- (A) Policy statement. Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities which benefit both the chairperson and Youngstown state university (~~“university”~~).
- (B) Parameters.
- (1) Up to ~~three sabbaticals are~~ one sabbatical is provided each year for academic chairpersons.
  - (2) A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
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  - (4) Fringe benefits, including retirement provisions, will continue during the sabbatical period.
- (C) Procedures.
- (1) The office of academic affairs distributes applications and deadline dates during the fall term.

- (2) A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation ~~to a committee appointed by the provost/vice president for academic affairs, consisting of five individuals holding faculty rank. The committee will submit prioritized recommendations~~ to the provost/vice president for academic affairs, who awards ~~sabbaticals~~ the sabbatical.
- (3) Along with the application, applicants are required to consult with their dean who will provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
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