

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM # 2162 (REVISED) March 1998

SUBJECT: **FACULTY SABBATICAL LEAVE APPLICATIONS**

A. References:

1. *1995-1999 Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i.*
2. Executive Policy E9.102, Recommendation of Personnel Appointments and Changes in Appointments, Sabbatical Leaves, Leaves Without Pay, and Administrative Stipends to Board of Regents, Revised September 1983.
3. Executive Policy E9.103, Approval of Requests for Sabbaticals, Leaves Without Pay for Professional Improvement and Extensions of Probationary Period of Academic Personnel and Recommendations for Administrative Stipends for Academic Personnel, September 1976.
4. Administrative Procedure A9.400, Guidelines for Sabbatical Leaves for Faculty, June 1989.
5. Memorandum on "Delegation of Personnel Actions" from (then) President Albert Simone to Chancellor Joyce S. Tsunoda, dated January 22, 1986.

B. Purpose:

To provide supplemental guidelines and procedures for faculty sabbatical leave applications.

C. Responsibilities:

1. Senior Vice President, University of Hawai'i and Chancellor for Community
Colleges:
 - a. Has been delegated final approval authority on sabbatical requests that do not exceed two years of leave within a seven-year period.
 - b. Has authority to disapprove sabbatical leave requests.

2. Provost (or other equivalent executive):

- a. Establishes campus procedures and deadlines consistent with the collective bargaining agreement and this CCCM.
- b. Assures that sabbatical leave applications are processed in accordance with the contractual and campus procedures.
- c. Assures that the Chancellor's Office is provided ample time to review and process the sabbatical leave request.
- d. Ensures that the faculty members submit sabbatical leave reports within three (3) months following completion of the leave.

D. Revisions:

CCCM #2162, dated May 6, 1982.

Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and
Chancellor for Community Colleges