



## Winona State University

### Sabbatical Leave (Administrative Service Faculty – MSUAASF)

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1. **PURPOSE:** To establish the method whereby employees who are members of the collective bargaining unit currently represented by Minnesota State University Association of Administrative and Service Faculty (MSUAASF) may apply for sabbatical leave. Reference is Article fifteen (15) of the Agreement between the Minnesota State College and University (MnSCU) Board of Trustees and Administrative Service Faculty (MSUAASF).
2. **ELIGIBILITY:** Eligibility requirements are outlined in Section C fifteen (15) of the MnSCU Board of Trustees and Administrative Service Faculty (MSUAASF) Agreement.
3. **APPLICATION:**
  - A. Application should be submitted in memo form to the employee's immediate supervisor according to the dates listed in the Academic Deadline Calendar in the year before the academic year for which a leave is requested and must include the following elements:
    - 1) Dates of leave requested.
    - 2) A written plan consistent with the purpose for which sabbatical leaves are granted as outlined in Section C, Subd. 1 of the above cited reference.
  - B. The supervisor should indicate their recommendation on the memo to include how they propose to cover the employee's assignments during the period of the sabbatical leave. The supervisor should then forward the memo to the appropriate vice president according to the timelines listed in the Academic Deadline Calendar.
  - C. The vice president should consider the application and make a written recommendation to the President, if there are multiple applications a rank order for those given a positive recommendation should be included. A copy of the written recommendation shall be provided for all applicants and the President of the Administrative Service Faculty (MSUAASF).
4. **CRITERIA:** The following should be used to evaluate a sabbatical application:
  - A. The extent to which the leave will enhance the staff member's contribution to Winona State University (WSU).
  - B. The number of previous sabbaticals. Those with the fewest sabbaticals and the longest time between them should be given higher priority for consideration.
  - C. Selection of the time period for the sabbatical by the applicant shall not be given consideration for rejection of proposal. In the case of applicants from the same department or from multiple unit heads, the administration shall make every effort to accommodate the leave request.
  - D. Efforts shall be made by all parties to procure sufficient funds for sabbaticals, so that funding need not be a factor in determining leaves.
5. **ACTION BY THE PRESIDENT:** The President selects applicants to be granted sabbatical leave consistent with the limitations outlined in the reference. The President should notify


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each employee, in writing, by the date listed in the Academic Deadline Calendar, if their request is approved or denied. Those whose sabbaticals are approved will indicate their acceptance by completing the sabbatical leave agreement Form.

6. **REPORT:** Each sabbatical leave recipient shall report at the conclusion of the sabbatical leave through the supervisor and appropriate vice president to the President as to what was accomplished during the sabbatical leave. It should also include statements with regard to the appropriateness of the information gathered to the employee's present assignment.

This WSU Regulation supersedes Regulation 3-17 dated March 21, 1991.

AUTHENTICATED BY:

  
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Judith A. Ramaley  
President

August 13, 2007  
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Date of Adoption

Authoritative References:

[MnSCU/Minnesota State University Association of Administrative & Service Faculty \(ASF\) Agreement, Article 15](#)

[MnSCU Policy 4.7, Sabbaticals](#)

President

Initial Date of Adoption:

Date of Revisions: 8/18/88, 3/21/91, 8/13/07

LIST OF ATTACHMENTS

[Sabbatical Leave Agreement \(Administrative Service Faculty -- MSUAASF\)](#)

[Compensation While on Sabbatical Leave Verification Form \(Administrative Service Faculty -- MSUAASF\)](#)