

**STATE UNIVERSITY COLLEGE
New Paltz, New York**

Pre-Tenure Fellowship Leave

Non-tenured faculty have the opportunity to apply for replacement of their first traditional fellowship (sabbatical) leave (Policies of the Board of Trustees, Article XIII, Title E) that is usually granted when academic employees have achieved continuing appointments (Civil Service Law, Article XIV) and have completed at least six consecutive years of service within the University. The objective of such leave is to accomplish scholarly or creative work in preparation for tenure review and shall be granted for planned travel, study, research, writing and/or other experience which will have direct and positive impact on the non-tenured faculty member's ability to apply for continuing appointment during their sixth year of continuing service. In addition, such leave shall increase an employee's value to the University and thereby improve and enrich its program. Pre-Tenure Fellowship Leave shall not be regarded as a reward for service nor as a vacation or rest period and should not be used for preparation of the fellow's dossier.

Pre-Tenure Fellowship Leaves is typically taken in the fourth or fifth year of service and may be granted only for the period of one-half year at rates not to exceed full basic annual salary. This prevents an interruption of otherwise consecutive service and allows the non-tenured faculty member to remain on schedule for tenure review. Eligible employees on Pre-Tenure Fellowship Leave may, with the prior approval of the chief administrative officer, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the chief administrative officer may adjust the Pre-Tenure Fellowship Leave salaries to reflect such income, either prior to or during the periods of such leaves, provided, however, that in no case shall Pre-Tenure Fellowship Leave salary be reduced if total earnings are less than full salary.

Applications for Pre-Tenure Fellowship Leaves shall be submitted to the chief administrative officer after reappointment for the second three-year term. Additionally, performance in teaching and demonstrated commitment to college service (including collegiality) must be highly acceptable. Submission of this request should be as far in advance as possible of the requested effective date of the leave, but in no event later than six months in advance of such date unless such requirement is expressly waived by the chief academic officer. Each application shall include a statement outlining the program to be followed while on Pre-Tenure Fellowship Leave, indicating any prospective income, stating that the applicant will continue as a member of the faculty for a minimum of one year upon return and stating that upon return the applicant will submit to the chief academic officer a detailed report of professional activities and accomplishments while on Pre-Tenure Fellowship Leave. Upon return, it is the expectation that fellows are expected to present the results of their activity in a public forum on campus within the year following this leave. The opportunity to apply for a second sabbatical leave will occur in the thirteenth year of service.

APPLICATION

Two completed applications, including an up-to-date curriculum vita, must carry the recommendation of the Department Chairperson and the Dean: One to be forwarded by the Dean to the Committee on Research, Awards and Leaves, and one which will remain on file in the Dean's office. That Committee will, in turn, make its recommendation to the Provost.

*****For Office Use*****

Name _____ **Eligible Date** _____
Dates of Requested Leave _____
Initial Appointment Date _____
Date of Approval Second Three-year Term _____
Other Leaves During period of employment _____
Prepared by _____ **Date** _____

Provide on separate sheets a detailed description of the proposed project in terms of each of the following aspects:

1. Description of the activity.
2. Relationship of proposed project to work done by you and others.
3. Specific objectives and proposed work schedule and locale(s).
4. Research techniques (design/methods) or production techniques to be employed.
5. Facilities and resources (**SUNY** and/or **non-SUNY**) needed, and when and where available.
6. Specific plans for publication, exhibition, or performance.
7. Ways in which project will increase the faculty member's value to the College and improve its program.
8. Any prospective supplementary income while on leave; give sources and amounts. (Salary may be adjusted to reflect such income.) "Supplementary income" for this purpose will be regarded as income from new sources or at increased levels from that which an individual has historically earned during periods similar to that covered by the sabbatical leave.

If the leave requested above is granted, I intend to continue as a member of the academic staff of the College for a minimum of one year upon my return. In acceptance of this leave, I waive my right to apply for sabbatical leave that is contractually available in the seventh year of continuous appointment. Within sixty days after my return, I shall submit to the Provost, through my Department Chairperson and Dean, a detailed report of my professional activities and accomplishments while on sabbatical leave.

Signature _____ Date _____

RECOMMENDATIONS

Department Chairperson's evaluation of proposal and explanation of any conditions for granting of leave (e.g., need for equipment, cancellation of classes):

Signature _____ Date _____

Evaluation of proposal by Dean of faculty and statement of any conditions:

Signature _____ Date _____

Evaluation of proposal's merit by Committee on Research, Awards and Leaves:

Signature _____ Date _____

Recommendation of Provost:

Signature _____ Date _____

