

## CFA's Final Recommendation on the Revised Sabbatical Committee Membership Charge

TO: Steering  
FROM: CFA  
RE: Revised Sabbatical Committee Membership Charge  
DATE: April 12, 2019

Background: According to TCNJ policy (the Policy Framework), all campus policies should be reviewed every five years. The [Sabbatical Committee Membership Policy](#) has not been reviewed since 2013.

In September, 2018, Steering charged CFA with review of the Sabbatical Committee Membership Policy. Upon further thought and investigation, Steering finds that the "Sabbatical Committee Membership Policy" title does not comprehensively reflect the content of the policy--that is a) the procedure to be used for appointing members to what is now called the Sabbaticals Council or b) the necessity for a Council member to recuse him/herself when applying for a Sabbatical. Steering would like CFA to consider rescinding this policy and recommending that the policy and related procedures be incorporated into the [Sabbaticals Council's Charge](#). Steering would also like CFA to consider requiring that the Sabbaticals RFP contain a link to the Sabbatical Council's Charge so that sabbatical applicants will clearly know that they are ineligible to serve on the Sabbaticals Council.

Steering therefore rescinds the charge it issued in September to CFA on Sabbatical Committee Membership. The revised charge is given below.

Charge: In accordance with the timeline below, Steering asks CFA to

1. Consider whether the College is best served by a separate policy or by incorporating the material in the current policy into the [Sabbaticals Council's Charge](#)
2. If CFA considers it best to have a separate policy on Sabbatical Committee Membership, then CFA should review the current policy and its title. In its review, CFA is asked to carefully consider the current language of the policy and any new language that may be written to ensure that the policy is clear.
3. In addition CFA should consider requiring that [Sabbaticals RFP](#) reference the Sabbaticals Council Charge.

### **Testimony Tier: Tier II from Faculty**

The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a

preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

### **CFA Preliminary Recommendation:**

CFA reviewed the Sabbaticals Council's Charge and Sabbaticals RFP documents and considered the role of the Sabbatical Committee Membership Policy. CFA consulted with the Senate Executive Board and Sabbatical Council to develop a preliminary recommendation. CFA has determined that the College is best served by rescinding the policy and incorporating the material into the [Sabbaticals Council's Charge](#) and the [Sabbaticals RFP](#). More specifically, CFA recommends the following text taken from the Sabbatical Committee Membership Policy be incorporated into both documents:

“Members of the Sabbaticals Council must recuse themselves from Committee service should they apply for sabbatical leave to eliminate any possibility of impropriety (real or perceived) during the evaluation of applications. Faculty who have received a sabbatical within the past 2 years are strongly encouraged to volunteer for service on the Sabbaticals Council because 1) they have recently benefited from sabbatical leave, and 2) they are precluded from applying for sabbatical during their three-year term of membership.”

### **Campus Testimony:**

CFA distributed the preliminary recommendation to the campus via email and invited electronic testimony. CFA received testimony from 4 campus members that supported the recommendation. One person suggested that CFA change “must recuse themselves” to “must resign” to avoid recusal for scoring one's own application vs. all applications. CFA agreed and made this change to the recommendation.

### **CFA Final Recommendation:**

CFA has determined that the College is best served by rescinding the policy and incorporating the material into the [Sabbaticals Council's Charge](#) and the [Sabbaticals RFP](#). More specifically, CFA recommends the following text taken from the Sabbatical Committee Membership Policy be incorporated into both documents:

“Members of the Sabbaticals Council must resign from Committee service should they apply for sabbatical leave to eliminate any possibility of impropriety (real or perceived) during the evaluation of applications. Faculty who have received a sabbatical within the past 2 years are

strongly encouraged to volunteer for service on the Sabbaticals Council because 1) they have recently benefited from sabbatical leave, and 2) they are precluded from applying for sabbatical during their three-year term of membership.”