

10.2 SABBATICAL LEAVE POLICY

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1998) and in accordance with the requirements of §23-5-123, C.R.S. (1998) in order to set forth a policy outlining the terms and conditions under which sabbatical leave and paid administrative leave shall be granted to employees at CSM. This policy shall supersede any previously promulgated CSM policy that is in conflict herewith.

II. POLICY STATEMENT

The Board is cognizant of the necessity of maintaining a high caliber of faculty at CSM and the importance of the faculty's contribution in delivering quality education to CSM students. The Board recognizes that faculty sabbaticals play an important role in developing and enhancing faculty expertise and promoting faculty excellence in teaching and research. The Board also recognizes that a faculty sabbatical is a privilege, rather than a right, and should be granted only when it directly benefits CSM and the education of its students. Therefore, the Board shall judiciously grant faculty sabbaticals which are designed to foster teaching and/or research excellence at CSM and thereby result in a benefit to the State of Colorado.

III. POLICY

The following rules and procedures shall henceforth apply to the granting and administration of all sabbaticals at CSM.

- A. CSM may not authorize a sabbatical or an extended period of paid administrative leave for any person holding an administrative position, except that it may, for a reasonable period of time, authorize such employees to take paid administrative leave for disciplinary or investigative reasons. Accordingly, administrative faculty members do not qualify for sabbaticals hereunder. Due to the nature of their positions, research faculty members are likewise ineligible for sabbaticals. The Board is aware that certain administrative positions at CSM are filled by tenured academic faculty members whose status hereunder may be unclear. For the purposes of this policy, an "administrative position" shall be defined to mean any position that does not require at least fifty percent of total effort to be devoted to teaching and academic research.
- B. CSM may not grant a sabbatical for any faculty member more than once every seven years. Prior to being granted a first sabbatical, a tenured faculty member must have served in a full-time, tenured and/or tenure-track position at CSM for a period of six years, or an aggregate of twelve semesters. In order to be eligible for a subsequent sabbatical, a faculty member must submit a report on sabbatical activity (described in Paragraph I below), meet all other requirements associated with sabbatical leave outlined in this Sabbatical Leave Policy, and serve CSM for six more years. Time served by an academic faculty member in an administrative position shall count toward fulfillment of this time requirement. A sabbatical may not be granted to any faculty member serving on a transitional appointment. CSM may delay for up to one academic year, the taking of a sabbatical granted to a faculty member, when it determines that such delay is necessary to avoid significant disruption to CSM operations and the delay will advance the excellence of CSM's delivery of services. When CSM requires a delay in taking a sabbatical, the faculty member will be eligible to seek a grant of sabbatical for the seventh year following the year in which CSM granted the prior sabbatical.
- C. When applying for a sabbatical, a faculty member shall submit to his or her Department Head as far in advance as possible a detailed sabbatical plan specifying: (1) how the sabbatical activity will

result in the faculty member's professional growth, enhance the reputation of CSM and the educational experience of CSM students and increase the overall level of knowledge in the faculty member's area of expertise; and (2) the goals that the faculty member will achieve while on sabbatical.

- D. The sabbatical plan shall be reviewed by the Department Head and the Dean and, if approved by both forwarded by the Provost to the President.. The President shall review these documents and, if the President approves the sabbatical request, forward the file to the Board along with his or her recommendation for final approval.
- E. All sabbaticals taken by CSM faculty shall require Board approval in advance. In considering a sabbatical request, the Board shall consider the quality of the faculty member's proposed activities while on sabbatical; the individuals who will be involved in such activities; the benefits to be received from such activities by the faculty member, CSM and CSM students; the hardship imposed, if any, on the faculty member's colleagues or department if the sabbatical should be granted; and the number of sabbaticals or requests for sabbaticals currently outstanding within the department or area of expertise of the faculty member requesting a sabbatical.
- F. If, due to serious and unforeseen circumstances, a faculty member becomes aware that he or she will be unable to fulfill the approved sabbatical goals during the sabbatical period, the faculty member shall expeditiously consult with his or her department head and the Provost to establish amended sabbatical goals for the remainder of the sabbatical period. If such circumstances involve a personal or family illness, sick leave may be substituted for the sabbatical, and in such case, the faculty member's record will not reflect the granting of sabbatical leave.
- G. Compensation for faculty on sabbatical shall be provided on the following basis: (1) 50% of the academic year base salary plus 100% of the benefits for a one-year sabbatical; (2) 100% of the academic base salary plus 100% of the benefits for a one-semester sabbatical. Standard fringe rates are applied to all sources of salary received by the faculty member through CSM while on sabbatical.
- H. A faculty member receiving paid sabbatical leave must return to full-time employment at CSM for at least one year after the conclusion of the sabbatical. A faculty member who does not fulfill this condition will be required to repay the full amount of compensation (salary plus employer-provided benefits) received from CSM during the sabbatical period.
- I. Upon completion of a sabbatical, the faculty member shall provide a final sabbatical report to the Board, including a summary of his or her activities while on sabbatical and the benefits derived by the faculty member. Academic Affairs shall disseminate submission deadlines prior to the close of each Spring semester. Final sabbatical reports need not include specific details of the faculty member's research conducted while on sabbatical. A faculty member may also be requested to make a brief oral presentation of his or her completed sabbatical to the Board.
- J. The faculty member shall submit their sabbatical report to the Department Head for review and certification as to whether or not the goals stated in the sabbatical plan have been met. The Provost shall forward summaries of the faculty reports to the Board.
- K. The Board may not grant a subsequent sabbatical to any faculty member who does not meet the goals or amended goals stated in his or her sabbatical plan.
- L. Every participant in the sabbatical process shall be responsible for ensuring that each sabbatical granted by CSM meets the requirements of §23-5-123, C.R.S. (1998) and this policy. Any employee involved in applying for, reviewing or approving a sabbatical at CSM who acts in bad faith or in a willful and wanton manner may be subject to disciplinary sanctions if the above-mentioned requirements are not met.

Promulgated by the CSM Board of Trustees on September 9, 1994.

Amended by the CSM Board of Trustees on December 16, 1994.

Amended by the CSM Board of Trustees on June 10, 1999.

Amended by the CSM Board of Trustees on May 18, 2015.

10.3 RESEARCH MISCONDUCT POLICY AND COMPLAINT PROCEDURE

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (2013), to set forth a policy to assure integrity in research and the proper reporting and resolution of complaints alleging research misconduct at CSM. This policy reflects CSM's intent and commitment to foster a research environment that promotes the responsible conduct of research, and requires adherence to the highest standards of integrity in the proposing, conducting and reporting of research. As a recipient of federal research funds, CSM must have institutional policies and procedures in place to handle allegations of research misconduct. The following policy and procedure conform to pertinent federal regulations, including the Public Health Service (PHS) regulations at 42 Code of Federal Regulations, Part 93. While 42 CFR 93 applies to all individuals who may be involved with a project supported by or who have submitted a grant application to the PHS, this policy and procedure apply to all members of CSM's community engaged in research, regardless of the funding source.

II. POLICY

A. General Policy Statement

Misconduct in research represents a breach of the policies of CSM, the standards expected by our research sponsors and entrusted to us by the public, and the expectations of scholarly communities for accuracy, validity and integrity in research. Such misconduct tarnishes the reputations of honest researchers and universities, as well as diminishes public confidence in research results. Any allegation of research misconduct is, therefore, a matter of serious concern to this institution. The highest standards of honesty, integrity, and ethical behavior are expected of all CSM personnel and students involved in research and scholarly activity. Further, maintenance of public trust in these standards is the responsibility of all members of the university community, including faculty, administrators, staff members, and students. CSM will maintain an environment that fosters adherence to the ethical standards set forth in this policy, and provides effective means for addressing deviations from these standards.

All CSM personnel and students involved in research and scholarly activity are subject to this policy, and expected to be aware of and to comply with all of CSM's applicable policies and procedures, as well as the requirements and regulations of outside funding agencies. This policy will specifically address research misconduct, which is defined as fabrication, falsification, plagiarism, or other significant departures from commonly accepted practices within the relevant research community in proposing, performing or reviewing research, or in reporting research results. CSM will properly assess, inquire into and, if necessary, investigate and resolve promptly and fairly all allegations of research misconduct, and comply with research sponsor requirements for reporting allegations of possible research misconduct. When sponsored project funds are involved, CSM will comply within a time frame consistent with applicable regulations and funding agency requirements for reporting cases of possible misconduct.

Any member of CSM's community has an ethical responsibility to act if he or she suspects research misconduct has occurred. Appropriate actions may include discussing concerns with or reporting allegations to one's Department Head or Dean, or CSM's Research Integrity Officer ("RIO"), Vice President for Research and Technology Transfer ("VPRTT") or Provost. Further, members of CSM's community are obligated to cooperate with and provide evidence relevant to an allegation of research misconduct to appropriate university officials and employees who are directed to conduct