

# Faculty Sabbaticals and Scholarly Leaves of Absence

September 23, 2014

This statement covers faculty sabbatical leaves and scholarly leaves of absence without pay. Parental, personal, and medical leaves are covered elsewhere.

## Sabbatical Leaves

The Sabbatical Leave Program is provided to implement a plan designed by the Faculty. The administration of this program in the College of Arts and Sciences is the responsibility of the Dean of the College, on the advice of the Appointments and Leaves Committee. The Appointments and Leaves Committee, guided by the provisions that follow, advises the Dean on the suitability of applications for sabbatical leave and the scheduling of such leaves. In the School of Theology these deliberations are the responsibility of the Dean of the School of Theology, in consultation with the School of Theology Faculty (acting as a committee of the whole). Each Dean takes endorsed proposals as a recommendation to the Provost and to the Vice-Chancellor, who makes the final decision. Since the granting of sabbatical leaves is not an automatic benefit, a faculty member should confirm, through receipt of a letter from the dean, that his or her leave request has been authorized before implementing plans.

Full-time faculty are eligible for sabbatical leave after the completion of six full years of service to the University. *See, however, the provisions below for pre-tenure sabbatical leaves.* A faculty member who has taken a sabbatical leave becomes eligible again every seventh year. Exceptions to this rule may be considered in rare instances, in circumstances consonant with institutional needs. Years of eligibility for sabbatical leave cannot be accumulated in addition to the six required years, unless a leave is delayed by the University in consideration of its needs.

A faculty member applying for a sabbatical leave for the next academic year should submit an application no later than October 15. The application consists of the Cover Sheet for Sabbatical/LOA Proposals, a proposal narrative, and current c.v. no longer than four pages. The proposal narrative should be a clear and reasonably complete description of the scholarly project to be carried out, as well as the duration of the proposed leave and the place(s) where the work will be conducted. The project should particularly advance the applicant's scholarly or creative development, but potentially the applicant's teaching as well, in a significant way. Every proposal should specify plans for public presentation of the results—for example, a publication in a peer-reviewed journal, a book or book proposal, a creative arts production, or a conference paper. Late proposals and projects judged to be impractical or poorly defined will be returned for revision, or may not be recommended. An otherwise acceptable proposal may be deferred if the scheduling of the leave is judged inconsistent with the needs of the University. Faculty members whose proposals are not accepted are free to reapply the next year. A person who has already been granted a sabbatical leave may also postpone it if the Dean, in consultation with the committee, judges the request for postponement as consistent with the needs of the University.

Applicants may apply for a full-year leave with half pay or one semester with full pay. A faculty member in the College who takes a one semester sabbatical teaches three courses in the other semester. Full benefits continue while the faculty member is on sabbatical; and in the case of a full year sabbatical on half pay, retirement benefits are based on the normal full salary (The faculty member does not forego half of the usual retirement benefits).

The following guidelines have been adopted by the Faculty with regard to grants, teaching, and other outside or additional means of support during the sabbatical year or semester.

1. The overall experience should be one of increase in academic competence.
2. Normally, teaching and other duties will not comprise more than half-time work.
3. A faculty member planning a sabbatical leave is encouraged to seek grants or other support for those expenses associated with research, travel, or higher living costs elsewhere during the period of the leave.
4. Arrangements for outside remuneration for teaching, other professional activities, or the support of research

should be approved by the appropriate Dean in consultation with the committee before the sabbatical leave begins.

5. When funds for faculty development permit, grants may be awarded by other committees to meet travel or special expenses of a faculty member on sabbatical leave.

#### *Pre-Tenure Sabbatical Leaves*

These sabbatical leaves may be awarded to untenured faculty in tenure-track appointments through the same authority and procedures described above, except that faculty members apply for these leaves before completing six full years of service. Pre-tenure sabbatical leaves may be for one semester at full pay or a year at half pay. In either case, full benefits continue while the faculty member is on sabbatical; and in the case of a full year sabbatical on half pay, retirement benefits are based on the normal full salary (The faculty member does not forego half of the usual retirement benefits). Application is normally made in the third or fourth year of service for sabbatical leave in the following year. Pre-tenure sabbatical leaves are not normally considered for the sixth year of service. In addition to the standards named above for regular sabbatical leaves, the Dean and committee must consider if the proposal will significantly aid in preparing the faculty member to meet the stated criteria for tenure. Eligibility for consideration for a sabbatical leave following a pre-tenure leave comes after a further six full years of service.

#### *Scholarly Leaves of Absence without Pay*

A faculty member may apply for a scholarly leave of absence without pay to pursue special study, creative, or research opportunities at times when they are not regularly eligible for sabbatical leave. Such leave periods do not accrue time toward a future sabbatical, and normally will not be for more than one year. No combination of sabbatical leave and leave without pay can exceed two years of continuous absence. A faculty member on a scholarly leave without pay will not receive benefits from the University except in the case where a faculty member has won a highly competitive fellowship of national renown (e.g., Fulbright) or other research award (e.g., NSF, NIH, NEA, NEH) that provides a stipend or salary. When a faculty member has received a competitive grant for scholarship that covers salary but not benefits, the College shall continue to provide the standard benefits to the extent permitted under regulatory guidelines and subject to the requirements of the applicable plans.