PROPOSAL TO CLARIFY SABBATICAL LEAVE POLICY

Faculty Advisory Committee

Daniel Feldman, Chair

There is apparently some confusion among faculty about when they are eligible for sabbaticals. The Faculty Advisory Committee unanimously proposes the following changes in wording in the Faculty Manual.

[FACULTY MANUAL]

SABBATICAL LEAVE

Sabbatical leave allows full-time faculty members relief from normal duties in order to pursue significant projects designed to improve them as teachers and researchers and increase their contributions to the university. It permits faculty members to achieve educational goals that could be reached, if at all, only over an extended period of time if when pursued under the demands of regular university duties. Consequently, recipients shall be released from all university duties during their sabbaticals.

A faculty member requesting such leave shall demonstrate, by means of a written proposal, how planned activities will serve the purposes for which the leave is intended.

Only tenured associate professors and full professors shall be considered for sabbatical leaves.

Awards shall be based on seniority, merit, and six or more years of service as a full-time faculty member. A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, work loads, and other considerations, it is a matter of administrative discretion.

Only tenured associate professors and tenured full professors shall be considered for sabbatical leaves. Awards shall be based on seniority, merit, and six or more years of service as a full-time faculty member. Faculty members shall not be granted sabbatical leave more frequently than every seventh year, excluding leave without pay.

At no time shall more than ten percent of a department, school, or college be on sabbatical leave. In departments with fewer than ten members eligible for leave, only one of them may be on leave at any time. Deviation from this policy shall be granted by the Provost only in exceptional circumstances.
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academic year. Because the granting of sabbatical leaves is dependent on the
budget, work loads, and other considerations, it is a matter of administrative
discretion.

Before starting sabbatical leave, faculty members should contact the Division of Human
Resources about the continuation of retirement credit, insurance, and other benefits.

Annual leave shall not be accrued by faculty on sabbatical leave.

SABBATICAL LEAVE PROCEDURES

At no time shall more than ten percent of a department, school, or college be on
sabbatical leave. In departments with fewer than ten members eligible for leave, only one
of them may be on leave at any time. Deviation from this policy shall be granted only in
exceptional circumstances.

To apply for leave, a faculty member shall complete a formal sabbatical leave request
form and submit it to the chair or, if none, dean detailing the reason for the leave. The
member shall submit this letter at least one year before the leave is expected to begin.

Upon approval of a request for sabbatical leave, a faculty member shall agree, in writing,
to return to the member's current position at the university for at least one year. A
member who fails to fulfill this obligation shall be liable to the university for repayment
of all money received during the leave. If the member becomes permanently disabled or
dies while on leave, the university shall not exercise the right of repayment.

Within three months of completing leave, a faculty member shall submit to the chair or, if
none, dean a written report detailing the member's accomplishments during the leave.
The reviewing administrator shall forward this report, with a written evaluation of
whether adequate use was made of the leave, through the usual channels to the provost.
If a member fails to fulfill this requirement file this report or the provost determines,
after consultation with the chair or dean, that the member has made inadequate use of the
leave failed to act in a manner consistent with the sabbatical leave request, the
member may be required to repay all or part of the money received from the university
while on leave.