

## **INSTITUTIONAL POLICY: E-34**

**CATEGORY:** Education

**SUBJECT:** Sabbatical Leave

**EFFECTIVE DATE:** February 24, 1994

**LAST REVISION DATE:** May 20, 2004

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### I. Purpose

Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing or other activity calculated to contribute to professional development and his/her usefulness to the school.

### II. Eligibility

Any person holding faculty rank is eligible for sabbatical leave after completion of at least six years of full-time employment in a faculty rank. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year of full-time employment. Separate summer school employment shall not be counted toward eligibility for sabbatical leave.

### III. Time

Sufficient time shall be allowed by the applicant for processing his/her application so required reviews and recommendations may be thorough and completed prior to the President's review and decision. A minimum of 6 to 12 months is suggested.

### IV. Application

Applications must be in writing and specify the following:

- A. Applicant's name and date of application
- B. Location sabbatical is to take place, inclusive dates requested for leave, where the applicant can be contacted during leave
- C. Specific value to school and faculty member
- D. A detailed plan of activity which he/she proposes to follow (i.e., research, service, etc.)

E. Budgetary requirement to replace applicant's teaching, service, etc.

#### V. Application Processing

Review and written recommendations as follows:

- A. Appropriate institutional committees
- B. Division Chair
- C. Appropriate Associate Dean
- D. Vice President for Academic Affairs and Dean
- E. Institutional President, final decision

#### VI. Compensation

A faculty member on sabbatical leave shall receive full salary for not more than one-half of the contract period or half-salary for no more than the full contract period.

#### VII. Obligations of the Faculty Member

- A. An applicant for sabbatical leave shall sign a statement indicating that he/she is aware of , and agrees to, all conditions of the leave as specified herein.
- B. While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the president or his/her designated representative. Fellowships, grants, assistantships and similar stipends shall not be considered remunerative employment.
- C. A faculty member is obligated to return for a full contract year of service upon completion of the leave. Failure to return will obligate the faculty member to reimburse fully the institution for salary received during the period of the leave.

#### VIII. Obligations of the Institution

A faculty member's institutional position, status and rank shall not be adversely affected solely by his/her absence while on sabbatical leave.