

Subject: Sabbaticals
Policy Number: S10
Date: April 25, 2003
Reviewed:

POLICY:

Sabbatical leave is intended to allow full-time faculty members relief from their normal duties to pursue a significant project designed to improve capabilities as teachers and researchers and to increase their future contribution to the mission of the University. It is designed to permit faculty to achieve educational goals, which could not be reached, if pursued under the demands of regular University duties.

To be considered for sabbatical leave, a faculty member must be a tenured associate professor or professor and must be eligible to serve for no less than one year upon return from the leave.

Awards are based on seniority, merit and six or more years of service as a full-time faculty member. A sabbatical leave only provides one-half pay for a full academic year or full pay for one-half of an academic year. The granting of sabbatical leaves of absences is dependent upon budget limitations, workloads and other considerations.

PROCEDURE:

A request for sabbatical leave will be made in writing through regular channels to the President and will be accompanied by a statement of the purpose for which the leave is requested.

1. A faculty member will submit a formal request for sabbatical leave to the appropriate department chair or dean by October 1 of the year prior to the year he/she wishes the leave to begin.
2. A request for leave must be approved by the department chair, dean, and provost.
3. If the request for sabbatical leave is approved, the faculty must agree to return to the University for no less than one academic year.
4. A faculty member must submit a written report to his/her research or other scholarly or creative accomplishments to the chair of his/her department within three months after his/her return to the University. The department chair forwards this report, with his/her evaluation, through appropriate administrative channels to the Provost.

5. No college may have more than ten percent of its faculty on sabbatical leave in any given major semester (fall, spring).

More details can be found in the Faculty Manual.
See attachments for associated forms.