

Policy Number		Policy Title	
1004.01		Academic Leave Policy	
Contacts and Dates			
Responsible Office		Policy Owner	
Office of the Provost		Provost and VP for Academic Affairs	
Effective Date	Last Updated	Next Review	
09-02-2013	Under Review	06-30-2017	

Policy Description

Policy

Academic Leave

A faculty member may request a leave of absence without pay in order to pursue activities that will enhance the ability of the faculty member to perform more effectively. Full-time faculty members who have been teaching for at least three consecutive years are eligible. Such a leave of absence will not count towards the six-year probationary period for a non-tenured faculty member. The request for leave may be granted by the President after consultation with the Provost, who will have consulted with the Department Chair. The leave may not exceed one academic year, except in exceptional circumstances. At the end of the leave period the faculty member must supply documented evidence of having engaged in educational pursuits to the Provost and the Department Chair. A leave request must be submitted at least one semester prior to the anticipated leave date.

Academic leaves will be granted only after the College is confident that the absence will not have an adverse effect upon the Department or College. A faculty member who does not return to the College after an academic leave may be terminated. The act of termination will be at the discretion of the President.

Faculty Sabbatical Leave

In or after her/his seventh year each tenured faculty member is eligible to apply for an initial sabbatical leave for one semester at full salary or for one year at one-half salary. Following a sabbatical, an applicant must give at least six years of continuous service to the College before being eligible to apply for a subsequent sabbatical leave to be taken during the seventh year of continual service since the previous sabbatical. Time spent on other leaves (including faculty fellowships, research, family or personal leaves) is not considered in computing sabbatical entitlement.

Exceptions to the sabbatical policy described above include faculty who have taken the junior faculty research leave and faculty hired with tenure. Any person who has taken a junior research leave and is subsequently tenured is eligible to apply for a sabbatical



leave during the fourth year of tenure to be taken during the fifth year. Likewise, faculty hired with tenure will be eligible to take a sabbatical leave during the fifth year of continuous service to the College. Subsequent applications follow the regular timetable (above) of the tenured faculty sabbatical leave. Faculty on sabbatical leave or junior faculty research leave are not eligible to participate in the (FYE) First Year Experience or serve on Tenure and Promotion committees or standing committees.

Faculty members on one-year, three-year, multi-year and senior appointments are not eligible for sabbaticals.

Considerations. Sabbatical leaves can be for one full academic year at half salary or one semester at full salary.

Faculty on leave for a full academic year at half salary may accept limited employment (e.g., part-time employment that may be directly related to the applicant's primary purpose), subject to the approval of the President and upon recommendation of the Faculty Development Committee. Full-time employment is not allowable under any circumstances. Faculty on leave for a half-year at full salary may not accept employment under any conditions. Funding from other sources (e.g., stipends or grants) in conjunction with the sabbatical is permissible.

Procedures. Applicants must prepare a written plan for study, research, or other appropriate scholarly activity to be undertaken during the leave. This document will be the major criterion used by the Faculty Development Committee in deciding whether to recommend granting the leave. The plan must demonstrate how its completion will enhance the value of the faculty member to the College. The application and the plan must carry a recommendation from the applicant's department chairperson before being submitted to the Faculty Development Committee. The Faculty Development Committee will review the applicant's plan and make recommendations to the Provost regarding the application.

Grants for sabbatical leave may not be extended. Any request for extension of a fixed period of sabbatical leave shall be considered to be a request for leave without pay.

Time spent on sabbatical leave is considered as continued employment for the following purposes: credit toward retirement, accumulation of years of service, eligibility for all applicable insurance programs, contributions by the College and the faculty member to TIAA/CREF and other applicable investment programs, and hospitalization.

Faculty members granted sabbatical leave shall agree in writing to return to full-time faculty service at the College directly upon expiration of the leave, for a period of time at least equal to the period of the leave. Failure to keep this agreement in full shall make the faculty member ineligible for reappointment to the College thereafter and shall



obligate him/her to reimburse the College the salary paid during that portion of the sabbatical not made up through fulltime faculty service after expiration of the leave.

Recipients of sabbatical leaves are expected to prepare an evaluative report of their experiences while on leave. This report should be submitted to the Provost by the end of the first semester of the faculty member's return.

Eligible faculty who are interested in applying for a sabbatical leave should complete the application form and submit it along with all supporting documents at the online site provided. Copies of the application and endorsement forms appear in the Appendix and will be distributed and posted by the Faculty Development Committee.

Definitions

N/A

To Whom Policy Applies

To whom and/or what the policy applies; lists groups who must know and adhere to the policy

All College (Faculty, Staff, Students, Trustees, Contractors [unless otherwise negotiated])

Divisional

Unit/Department Specific

External Regulation (if applicable)

N/A

Tags

N/A

Implementation

Procedures

N/A

Monitoring

N/A

Exceptions/Exclusions (If applicable)

N/A



Background and History

Administrator Access (Policy Owner)

Review, Approval, and Change History: Policy is required to be reviewed annually

Date (MM-DD-YYYY)	Reviewed by Policy Owner	Brief Description of Change (if applicable)	Change/Update Approved by (title, not name)
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		