

# SABBATICAL LEAVE PROTOCOL

## 2.10 FACULTY DEVELOPMENT

### 2.10.1 SABBATICAL LEAVE

#### 2.10.1.1 Definition

The primary purpose of sabbatical leaves is to provide faculty an opportunity for intellectual enrichment and growth. Designed to enable faculty to pursue professional development more intensively than is normally possible, sabbatical leaves are an investment of the College in its academic future and reputation.

Sabbatical leaves may be awarded for various reasons related to scholarly growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the applicant. Typical sabbatical undertakings include, but are not limited to, activity that enhances one's teaching and research pursuits, writing, work related to the visual and performing arts (creation or performance), post-terminal degree study, and travel abroad for the purpose of study or research (see section 2.6.1 Statement on Criteria for Promotion and Tenure, subsection Scholarly Interests and Pursuits).

Sabbatical leaves provide a 3/6ths reassignment from teaching, which may be taken during either a half-year or a full-year. The calendar parameters for sabbaticals shall be the regular academic year as determined by the undergraduate calendar. Faculty teaching on the undergraduate calendar shall receive the reassignment during a long semester, including January Term if desired. For faculty teaching on an academic calendar different from the traditional academic calendar, all efforts shall be made to provide the equivalent time free from service as that granted to those who teach solely on the traditional undergraduate calendar.

Half-year sabbatical leaves carry full salary and benefits. Full-year sabbatical leaves carry full medical, dental, and vision benefits, 3/6ths salary and pro-rata contributions to retirement, life insurance, Worker's Compensation, and long-term disability. Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

#### 2.10.1.2 Eligibility Criteria

Sabbatical leaves are available to full-time, tenured faculty only after the conferral of tenure and normally after six years of full-time service at the College. For tenured faculty who were given years of credit towards tenure at the College for service at another institution, no more than two (2) of those years of credit may count toward years of eligibility for sabbatical. Tenured faculty with prior non-tenure-track, full-time service (7/7 or equivalent) at the College may count up to six (6) years of this service towards the service eligibility criteria for their first sabbatical.

After receiving tenure, faculty who are providing currently or have provided while on tenure track in the past less than full-time service to the College on a temporary basis, may consider each 6/6 (or equivalent) of accumulated service on tenure track as one year of service towards eligibility for sabbatical. Tenured faculty who are on the permanent Reduced Services Plan are not eligible for sabbatical leave. Faculty may count up to one year of leave time toward eligibility for each sabbatical.

#### 2.10.1.2 Eligibility Criteria (continued)

Any applicant for sabbatical leave must have been granted tenure before the deadline for application for sabbatical. Further, if it is the first sabbatical at the College, prior to commencing the sabbatical leave (not prior to application) the applicant must have completed six years of full-time service, including credit consistent with the provisions in the preceding paragraphs. Provided that the applicant has already been granted tenure, service during the year of application counts toward eligibility. Application may be made for subsequent sabbaticals provided in each case that the applicant will have completed six additional years of full time service (or the equivalent) after returning from the preceding sabbatical and prior to commencing the next sabbatical. A faculty member awarded sabbatical leave must return to full-time status on the College faculty for at least one year after the expiration of the leave, or the salary paid during the leave will be forfeited and must be refunded.

#### 2.10.1.3 Review

Sabbatical awards are made to faculty upon the formal recommendation of the Chairs of the Undergraduate Educational Policies Committee and the Graduate and Professional Studies Educational Policies Committee, representing the views of the members of those committees, and with the final approval of the Provost and the President. Full-time, tenured faculty submit their applications to the Office of Academic Affairs.

All proposals for sabbatical leave must be submitted to the Office of Academic Affairs, and must contain specific information on the applicant's eligibility pursuant to the preceding criteria in section 2.10.1.2. The application must clearly define a) how the sabbatical will be spent; b) how it will promote the professional growth of the applicant; c) how it will benefit the College; d) how it will contribute to the applicant's discipline; and e), whether the sabbatical project will result in publication, seminar, lecture, meetings, readings, performances, etc. All proposals will include a current curriculum vitae. Faculty who are applying for a sabbatical which will occur in the year in which they will be considered for promotion should make timely arrangements for student Rank and Tenure evaluations, for incomplete files may delay the consideration of their promotion case by the Rank and Tenure Committee.

Although each application will be reviewed on its individual merits, the number granted in any year will be subject to available financial resources. Sabbatical leaves are not automatic after any stated period of service, but are awarded based on consideration of the merits of the proposal. The principal criterion in judging a request for sabbatical leave is the extent to which it is expected to enhance the professional development of the faculty member. The expected degree to which the results of the sabbatical leave will contribute to the life of the College and the applicant's discipline will also be considered.

#### 2.10.1.4 Sabbatical Protocols and Timeline for Consideration

1. On or before August 15<sup>th</sup>, applicants will submit Form A or Form B (Sabbatical Eligibility) with the appropriate signatures to the Office of Academic Affairs to begin the official process of determining eligibility for sabbatical leave. Forms A, B and C (mentioned below) are available from the Office of Academic Affairs.

#### 2.10.1.4 Sabbatical Protocols and Timeline for Consideration (continued)

2. Upon verification of eligibility, but no later than September 1<sup>st</sup>, applicants will submit their proposal to the Office of Academic Affairs. Sabbatical proposals from faculty whose eligibility for sabbatical leave has been verified will be forwarded to the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee through the Office of the Academic Senate. In addition, candidates for sabbatical leave should submit a copy of the proposal to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the Provost.)
3. The Dean of the School will review the explanation of staffing arrangements, amend them in consultation with the chair/program director if necessary, and confirm the plan by forwarding it to the Office of Academic Affairs. In the event of multiple requests from any one department/program, it is the responsibility of the Department Chair or Program Director to explain how staffing arrangements will meet the needs of the curriculum when more than one faculty member is on sabbatical at the same time. Once the arrangements have received the Dean's approval, the Dean will forward each explanation of staffing arrangements to the Office of Academic Affairs on or before September 15 of the year preceding the academic year of the proposed leave. This information will not be distributed to Undergraduate Educational Policies Committee or Graduate and Professional Studies Educational Policies Committee members nor considered by them in the deliberations concerning the merit of proposals.
4. After the deadline for applications has passed, the members of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee meet jointly to review and evaluate all proposals submitted to them after the verification process and rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. The sets of rankings by the individual committee members will then be tallied and an overall ranking of each proposal arrived at. If the overall ranking of one or more proposals cannot be agreed upon by the committee member collectively, the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee will resolve the contended rankings. When the Committees are in agreement on the rankings of all proposals, or the disagreement has been resolved by the Chairs, the proposals will be sent forward to the Provost by the Chairs.  
If the total number of qualified proposals is fewer than the number currently approved for that year by the Board of Trustees, the Committees will forward these qualified proposals to the Provost without rankings. If the total number of qualified proposals is greater than the number currently approved, the Committees will forward the approved number without rankings, and will rank the remainder according to the tally previously taken. This group may be further divided into the following categories: a) strongly recommended (as extremely close to the original approved group); b) recommended (as qualified, though not as close in merit as the "strongly recommended" group). In either case, those proposals deemed not qualified will be ranked after the rest but identified to the Provost as "not recommended".

#### 2.10.1.4 Sabbatical Protocols and Timeline for Consideration (continued)

5. The Provost will review those sabbatical proposals deemed qualified by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee. This review will be with respect to (1) fiscal impact and (2) the overall quality of the group of advanced proposals. In the event that the Provost identifies problems pertaining to the overall quality of the proposals advanced by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee, the Provost will consult with them. Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.
6. Upon completing the review of the proposals, the Provost will forward the proposals, along with the comments regarding fiscal impact, to the President, who will render the final decision and notify each faculty member in writing, with copies to the Provost, Academic Dean, department chair or program director and the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee. A faculty member whose sabbatical request is granted by the President must fill out Form C and submit it to the Office of Academic Affairs no later than March 1 of the academic year in which the sabbatical was granted in order to complete the acceptance and funding process.
7. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the Provost within the first academic term after returning which shall describe the nature of the activity engaged in and the extent to which the proposed project was completed. During the academic year of the individual's return, the sabbatical leave recipient, in consultation with the Office of Faculty Development, will offer an appropriate presentation of the sabbatical research to the College community.
8. When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reason for that decision. This information, if requested, will be provided in writing by joint letter of the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee.
9. If a sabbatical leave is recommended by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee but not approved for funding because of departmental, programmatic, or School circumstances, if a sabbatical leave is funded but must be deferred for personal reasons, or if because of financial exigency there is a reduction in the number formally approved by the College for that year, the sabbatical leave applicant's services during the year(s) in which he/she might otherwise have been on sabbatical leave shall count toward the next six years of accumulated services toward eligibility for the next sabbatical leave.
10. Despite any accrued "credit for service" that results from a deferral (see #9 above), a faculty member must have completed one sabbatical leave before applying for the next sabbatical leave. Except for years of service covered under the deferral process described above, a faculty member who accumulates over time more than the six years of service required for sabbatical leave may not carry forward excess accumulated years of service credit toward a subsequent sabbatical.