

HEALTH SCIENCE SCHOOLS – POLICIES AND PROCEDURES

SABBATICAL LEAVE

July 18, 1995

Definition: A leave, with full or partial salary and faculty privileges, for at least one semester but not usually more than one year. Sabbatical leave is not an entitlement or reimbursement for a period of service to the University. Such leave, therefore, will not be granted automatically to eligible applicants.

Granted: By the Dean, with the concurrence of the Vice President for Health Sciences, upon the recommendation of the School Committee on Leaves and Sabbaticals and/or the Executive Committee, as well as the Chair/Coordinator/Director.

Sabbatical leave is granted to engage in full-time research and scholarly writing and related incidental teaching for the purpose of nurturing the professional development of the faculty member, and when the purpose and projected benefits are advantageous to both the University and the faculty.

Sabbatical leave is granted only when funds are available to meet the needs of the faculty member and when the service of a satisfactory replacement can be obtained either internally or externally. Outside discretionary support received must be budgeted in a manner approved by the Dean. It is expected that such support would be allied against the salary, overhead and fringe benefits of the faculty member on leave.

Duration: For at least one full semester, but not more than one calendar year.

Eligibility: Applicants must be senior faculty members (Associate Professor or above) with a minimum of six years of service at this University. Subsequent sabbatical leaves will require additional six-year increments of service.

Procedure: Completed applications should be submitted directly to the Committee on Leaves and Sabbaticals and/or Executive Committee at least six months prior to the intended beginning date.

The Committee will:

- Investigate merits of application.
- Consult with Chair or Dean, or any member of the administration or faculty who will be directly affected.
- Recommend to the Dean, along with supporting statement, approval, disapproval, or deferral.

Membership of the Committee (where applicable) shall consist of four elected senior faculty representatives and a committee chair appointed by the Dean.

Notification of approval will be made by the Dean and will include special terms of the leave (if applicable).

Requirements: Applicant should be aware of existence of extramural sources of funds for expenses, including salary, travel, and other support awarded on a competitive basis. The Committee will maintain an active file of sources of such funds and applicant is expected to seek such funding; however, failure to obtain such funding will not of itself adversely affect the application. Application should include:

- Purpose, location, and duration of leave.
- Statement from the host institution indicating commitment of resources to program.
- Description of program, detailing the intended research project and past research accomplishments, and reasons for site selection.
- Contribution of program to professional development and relevance to the University.
- Letters of recommendation from peers and colleagues if deemed necessary by the applicant and/or the Committee.
- Indication of approval and support of departmental Chair.
- Arrangements concerning teaching responsibilities.
- Arrangements concerning administrative responsibilities where applicable.
- Specific financial arrangement.
- Current curriculum vitae.

Obligation to the University: It is understood that granting of a sabbatical leave carries with it an obligation to return and resume one's academic position within the School granting such leave. If this obligation cannot be fulfilled, a specific agreement should be reached, prior to leave, on the financial obligation, if any, of the applicant.