



Sabbatical Leave Policy

Version: 1.0

Responsible University Official: Provost

Effective Date: 2006

1.0 INTRODUCTION

Sabbatical leaves provide opportunities for study, research, or other pursuit of value to the scholarly agenda of the faculty member and the University that enable faculty to enhance their teaching and research effectiveness.

This *Sabbatical Leave Policy* delineates the sabbatical leave provision (Sec. III.H.12.d.) contained in *The Faculty Manual of Saint Louis University*.

2.0 PURPOSE

The purposes of sabbatical leaves are professional development and renewal that both enhance the faculty member's performance and benefit the University.

3.0 PERSONNEL AFFECTED

This policy applies to all Saint Louis University full-time tenured faculty members, including department chairpersons or comparable administrators, with the exception of faculty members of the University's Madrid Campus.

4.0 DEFINITIONS

Academic Year – The period from the Monday prior to the start of fall semester classes through the day of the University's spring commencement.

Sabbatical Leave Duration – An absence of one semester or one academic year.

5.0 ELIGIBILITY

5.1 Faculty members must be tenured at the time of the sabbatical leave.

5.2 Faculty members must have completed twelve semesters of full-time service at Saint Louis

University since initial appointment or the conclusion of a previous sabbatical leave by the end of the fall semester during which the application for sabbatical leave is made. For example, if a sabbatical were taken in the spring of 2014, then the earliest date for the next sabbatical would be fall of 2020. If a sabbatical were taken in the fall of 2014, then the earliest date for the next sabbatical would be spring of 2021.

5.3 Eligibility does not imply an automatic right to, or an automatic granting of, a sabbatical leave. Moreover, the possibility of a sabbatical leave does not accumulate if an application is not submitted by the faculty member when eligibility is attained.

5.4 When, in consultation with his/her dean or comparable administrator, a faculty member postpones applying for or taking a sabbatical for which s/he would be eligible for the benefit of the University, the faculty member will be eligible for consideration for a subsequent sabbatical twelve semesters of service following the semester in which the postponed sabbatical was originally scheduled. All such arrangements must be formalized in writing and approved by the provost at the time of agreement.

5.5 Priority in scheduling approved sabbatical leaves is based on seniority if resources do not permit scheduling all requests in a given year. Approved sabbaticals that cannot be accommodated within a particular year are normally given priority in the following year.

5.6 In rare and exceptional circumstances a faculty member may, in order to take advantage of a unique opportunity, apply for a sabbatical leave before accruing the required twelve semesters of full-time service. Should such an early sabbatical be granted, the required eligibility period for the faculty member's next sabbatical will be lengthened by the time omitted from the foreshortened period.

6.0 PROCEDURES

Sabbatical leaves will be granted by the provost on the basis of a judgment that the leave is recommended by the appropriate dean or comparable administrator and by the appropriate committee of the college or school faculty assembly or equivalent body, and that the leave proposal meets the specific standards established by the faculty assembly or equivalent body and the general norms given here

Applications for sabbatical leaves must be submitted to the appropriate committee of the college or school faculty assembly or equivalent body on a timeline that allows that allows the applications to be received by the Office of the Provost no later than December 1st of the preceding academic year. Faculty should consult their department chairperson or comparable administrator and/or dean for submission deadlines specific to their department, college/school, or center.

7.0 SABBATICAL PROPOSAL GUIDELINES FOR FACULTY

Applications describing the proposed leave should contain the following:

7.1 Cover Sheet that includes this information:

Name of faculty member
Name of department/center and college/school
Title/rank of faculty member
Date of initial appointment to full-time faculty
Date(s) of previous leave(s)
Period of leave covered by current application
Abstract of leave plans (not to exceed 50 words)

7.2 Leave Plans

- 7.2.1. Submit a detailed statement of leave plans that fully describe the activities in which the faculty member will be engaged. Examples of such plans include full-time study at another educational institution, full-time research on a clearly defined topic, and full-time writing to complete a project whose theme and outline are clearly given.
- 7.2.2. Clearly specify goals and procedures.
- 7.2.3. Include when possible the time sequence for completion of individual segments in the plan.

7.3 Leave Affiliations

- 7.3.1 List foundations, institutions, or other organizations, if any, with which the faculty member will be affiliated during the leave period.
- 7.3.2 Indicate the facilities and personnel of particular relevance to this leave application.
- 7.3.3. Include a letter from the affiliating institution describing the negotiated arrangements.

7.4 Qualifications for Project

Provide background information concerning the faculty member's professional or scholarly work, especially in the area relevant to the application.

7.5 Previous Leaves

- 7.5.1 Summarize the outcomes of any previous leave(s).
- 7.5.2. Include a copy of the faculty member's last leave report.

7.6 Bibliography

List the faculty member's publications or other scholarly or creative work related to the proposed leave plan.

7.7 Benefits to the University

Explain the value of the leave activities in terms of benefits to the University following the leave period.

8.0 APPLICATION EVALUATION

8.1 The applicant's department chairperson or comparable administrator (if applicable) must attach a letter to the application addressing the performance and competence of the applicant to undertake the project. The letter should also (a) contain recommendations as to how the program can minimize the effects of the faculty member's absence, providing coverage of his/her responsibilities during the leave period and (b) identify what, if any, additional resources are necessary.

In departments, colleges, schools, or centers structurally unable to compensate internally for the effects of the absence of the faculty member on teaching or other academic obligations, the University may provide funding for a temporary replacement or other means of meeting those obligations, subject to the priority in scheduling and timing constraints set forth in Section 5.0 of this policy.

8.2 The appropriate committee of the college or school faculty assembly or equivalent body will evaluate all requests for leaves and make its recommendations to the dean.

8.3 The dean must attach a letter to the application making his/her recommendations to the provost.

8.4 The provost will evaluate sabbatical leave applications on the basis of their feasibility, appropriateness, and value to the individual and the institution, and with due consideration of the program's ability to meet the faculty member's University obligations during her/his absence.

9.0 COMPENSATION

9.1 Faculty members receive full salary for leaves of one semester and half salary for leaves of one academic year.

9.2 A sabbatical leave may not be used merely to obtain additional salary. During the leave, no faculty member may, without advanced approval from his/her dean and the provost, receive compensation for teaching at another institution. However, faculty members may receive recompense from outside sources for moving expenses, for travel, and to replace the reduction of University salary that a two-semester sabbatical entails, provided the policies of the granting agency are followed.

9.3 A faculty member who receives a sabbatical leave must return to the University after completion of the leave and remain in service until the completion of one academic year. Failure to do so makes the faculty member liable for reimbursing the University for the salary and benefits

paid while s/he was on leave.

10.0 REPORTING REQUIREMENT

Recipients of a sabbatical leave must submit a report of his/her activities, within one semester after return (i.e., by June 1st following a fall semester sabbatical, and by January 2nd following a spring semester or year-long sabbatical), to the appropriate committee of the college or school faculty Assembly or equivalent body, to his/her department chairperson or comparable administrator, and to the dean. This report serves as a record of benefits derived from the program. Failure to file such a report is grounds for denial of subsequent sabbatical leave applications made by the recipient.

11.0 REFERENCES

The Faculty Manual of Saint Louis University (2017)

<https://www.slu.edu/the-office-of-the-provost/office-of-faculty-affairs/faculty-manual>

12.0 APPROVALS

Approved by the Provost: ca. 2006

Reformatted by the Office of the Provost: January 2, 2018, with content incorporated from the *Faculty Manual* (2008) and the *Sabbatical Leave Proposal Guidelines* implemented in 2006.