
SUBJECT: FACULTY SABBATICAL LEAVE POLICY

1.0 PURPOSE

- 1.1. Sabbatical leave is an opportunity offered to qualified faculty to engage in scholarly and creative activities that will enhance their capacity to contribute to the College. Sabbatical leave is not a faculty entitlement, but rather a program for professional development and creativity that benefits the entire educational enterprise and is granted by the College in consideration thereof.

2.0 DEFINITIONS

- 2.1. Academic service: Cumulative time since the start of the date of hire or the amount of time since the completion of the last sabbatical leave.
- 2.2. Annual salary: Annual faculty base salary. This does not include compensation for other assignments such as overload, administrative stipends, or summer contracts.
- 2.3. Appointment date: The effective Memorandum of Understanding (MOU) start date of an individual in a full-time, tenure-track or professional track faculty position.
- 2.4. Faculty Development Committee (FDC): A committee of the Faculty Senate with membership as designated in its bylaws.
- 2.5. Faculty Member: Those employees appointed to full-time teaching for a nine-month (or longer) annual appointment. This includes faculty members who are filling administrative assignments such as department chair or division dean.
- 2.6. Sabbatical leave: A paid leave of absence for up to two semesters with the goal of professional development of the faculty member. Leaving campus for very short-term activities (attending a conference or similar training) does not constitute a sabbatical leave and faculty do not need to use the sabbatical application. Sabbatical leave is not a right but a professional development opportunity granted at the discretion of the College.
- 2.7. Self-funded leave: A leave that does not require financial support from the college to cover cost of instruction of the courses that would have been assigned to the faculty member. This may be achieved through a variety of methods, including, but not limited to, an exchange of faculty (and teaching responsibilities) between institutions or a grant that covers the cost of instruction.
- 2.8. Tenure: The status achieved following the appropriate review and evaluation, as outlined in the Advancement and Tenure policy.

3.0 ELIGIBILITY

- 3.1. Snow College's sabbatical program is available to 1). all tenured faculty members with current full-time appointments to Snow College and 2). all professional track faculty members with current full-time appointments to

Snow College. However, due to a possible perceived conflict of interest, current members of the Faculty Development Committee who apply for a sabbatical must recuse themselves and be replaced by another faculty member who will review sabbatical applications according to the criteria given in this document.

- 3.2. The minimum eligibility requirements are tenure (for tenure-track) and six years of satisfactory academic service (both tenure-track and professional-track) in a full-time faculty position at Snow College.
- 3.3. A previous sabbatical leave may, at the discretion of the Chief Academic Officer (CAO) or the President, be considered as a relevant factor in granting or denying a request for a sabbatical leave.
- 3.4. Sabbatical leaves are subject to availability of funds and suitable instructional replacements.
- 3.5. Upon recommendation of both the Faculty Development Committee (FDC) and the CAO, the President may waive the basic eligibility criteria when, in their judgement unusual conditions exist which justify granting a sabbatical leave.
- 3.6. Sabbatical leaves are approved by the College President.

4.0 LENGTH OF SABBATICAL LEAVE

- 4.1. After the sixth year of satisfactory academic service from appointment date, faculty members may apply for up to two semesters of sabbatical leave. A minimum of six years shall elapse between the end of one sabbatical leave and the next application for sabbatical leave unless extraordinary circumstances are deemed to exist by the department chair, dean, and CAO.

5.0 EMPLOYMENT STATUS WHILE ON SABBATICAL LEAVE

- 5.1. While on sabbatical leave, faculty members are eligible for all general or special adjustments in salary for which they would otherwise qualify.
- 5.2. Sabbatical recipients retain Snow College benefits.
- 5.3. While on sabbatical leave, a faculty member may not provide any service to Snow College for additional compensation.

6.0 COMPENSATION STANDARDS

- 6.1. The department chair, division dean, and Office of Academic Affairs will work together to fund the approved sabbatical leave and any costs of instructional replacement (if not a self-funded leave) during the absence of the faculty member.

- 6.2. For a sabbatical leave of up to one semester, the recipient shall be compensated 100% percent of their base annual salary, prorated for the amount of time of the leave.
- 6.3. For a sabbatical leave longer than one semester but no longer than two-semester, the recipient shall be compensated 70% percent of their annual base salary.
- 6.4. Additional compensation for travel and cost of living away from Snow College may be requested by the applicant and taken into consideration by the department chair, dean, and CAO.
- 6.5. A faculty member on sabbatical leave may accept a fellowship, assistantship, research grant, or similar employment, provided his or her Snow College compensation and sabbatical plan are approved by the dean, CAO, and the President.
- 6.6. A faculty member may also receive an allowance from non-Snow College sources for transportation, housing, and/or cost-of-living differentials, etc. Such allowances shall not affect the computation of the Snow College compensation.

7.0 REPORTING REQUIREMENTS

- 7.1. Upon completion of a sabbatical leave, the faculty member must submit a substantive report to the CAO of the benefits resulting from the leave. This report shall be distributed to the department chair and dean. This report should include the faculty member's relevant activities (training or credentialing, creative works, etc.) while on sabbatical leave.
- 7.2. By the end of the first semester in which the faculty member returns from the sabbatical, the faculty member must complete a formal presentation in an appropriate venue. The presentation may be in the format of a workshop or seminar and should detail the impact of the sabbatical leave.

8.0 OBLIGATION TO RETURN FROM SABBATICAL LEAVE

- 8.1. The faculty member must return to the College upon the expiration of the sabbatical leave and complete an appointment for at least as long as the duration of the sabbatical. The College shall ensure that such an appointment is available to faculty member returning from sabbatical. Should the faculty member not return to the College at the conclusion of the sabbatical leave, or returns for a shorter period of service than required, the recipient must repay the compensation received from the College during the sabbatical within 90 days.

9.0 APPLICATION PROCEDURE

- 9.1. After six years of satisfactory service, an eligible faculty member (as defined in section 3.0) may send a written application for a sabbatical leave to the Faculty Development Committee. This application should include a detailed description of the proposed sabbatical activity, including:
- a) the time period when the sabbatical will take place;
 - b) the manner in which the activity supports Snow College's mission, vision, and goals;
 - c) the manner in which the project will benefit the College, the faculty member's academic department, other departments, and students;
 - d) a plan to recount the sabbatical experience with faculty members, students, and the college community as appropriate;
 - e) written acknowledgement by the candidate's department chair and division dean that they are aware of the sabbatical application.

The application may also include optional endorsement letters from faculty colleagues and interested stakeholders as well as suggestions for logistically implementing the proposed sabbatical.

The department chair and division dean may also send a letter to the Faculty Development Committee no later than one week after the application deadline discussing the benefits and challenges of the proposed sabbatical application.

9.2. Application Timeline

- 9.2.1. For sabbaticals that begin in August, the application must be submitted to the Faculty Development Committee (FDC) by August 15 of the previous calendar year. For sabbaticals that begin in January, the application must be submitted to the FDC by January 5 of the previous calendar year. Exceptions to these application deadlines will be rare. Exceptions should include significant justification why the deadline was not able to be met and will be considered at the discretion of the FDC.
- 9.2.2. Sabbatical requests will be reviewed by the Faculty Development Committee within 30 calendar days of the application deadline. The FDC will rate each application based on the criteria recommended in this document. As judged by the FDC, the meritorious sabbatical applications requiring financial assistance from the college, including

comments on the benefits of said applications, will be forwarded to the Chief Academic Officer (CAO). Self-funded sabbatical applications will also be reviewed using the same criteria and meritorious applications will be forwarded to the CAO. Candidates whose proposals are not forwarded to the CAO will be notified within 30 calendar days of the application deadline.

- 9.2.3. The meritorious self-funded and non-self-funded applications (sec. 9.2.2) recommended by the Faculty Development Committee will be forwarded to the CAO within 30 calendar days after the application deadline. The CAO will review these applications within the next 21 calendar days. Upon review, the CAO will make recommendations about these sabbatical applications to the President.
- 9.2.4. Within 21 calendar days of receiving the reviews of the applications by the FDC and CAO, the President will evaluate these recommended sabbatical applications. The President will then make a decision on which sabbaticals to approve, notifying the candidate(s) and their department chair, division dean, and the CAO. Within one month of approval, successful sabbatical applications will need to be reviewed by the Advancement and Tenure Committee and candidate to determine goals for the sabbatical. At the conclusion of the sabbatical, the candidate will meet with the Advancement and Tenure Committee to determine whether the goals have been met and whether the sabbatical will count as time served toward next advancement. Candidates whose sabbatical applications were not chosen for approval will be notified, and where possible, include the reason(s) why the sabbatical application was not approved.
- 9.2.5. The table below summarizes the application timeline process

Sabbatical request sent to:	Fall Semester	Spring Semester
Faculty Development Committee	Aug. 15	Jan. 5
Chief Academic Officer	Sept. 14	Feb. 4
President	Oct. 5	Feb. 25

Advancement & Tenure Division Dean and Dept. Chair	Within 1 month of approval	Within 1 month of approval
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9.3. Criteria for Review of Applications

9.3.1. The Faculty Development Committee shall consider the following criteria in reviewing sabbatical proposals:

- a) the overall quality and clarity of the proposal, including supporting documentation;
- b) the degree to which the proposed sabbatical supports the mission and values of Snow College;
- c) the degree to which the proposed sabbatical supports department goals, the individual’s goals, and professional development;
- d) the degree to which the proposed sabbatical promises to improve teaching and learning at the College;
- e) the prospect that the sabbatical will successfully achieve its goals;
- f) the potential effectiveness of the plan to share the sabbatical experience with faculty, colleagues, students, and the college community.

9.3.2. When reviewing applications, the CAO and President will consider the criteria listed in 9.3.1. In addition, they will also consider financial and instructional replacement aspects of the proposed sabbatical when making their recommendation or decision.

9.4. A faculty member may appeal the President’s decision of a sabbatical only on the grounds that the process outlined above was not followed. The Faculty Senate will investigate the claim, gathering evidence. If the Faculty Senate determines that the process described above was not adequately followed, they will either 1). return the application to the level where the process was deviated from, ensuring prompt action or 2). make a recommendation directly to the CAO and President. The application will be reconsidered at the appropriate level(s) and the President’s subsequent decision shall be considered final.