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## Policy Name

4.4260 Faculty Sabbatical

## Purpose and Scope

This policy defines the purpose and procedure for Sabbatical leaves for faculty.

## Responsibilities

Title or Role	Definition and What They are Responsible For
Senior Vice President of Academic Affairs and Provost	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

## Policy

Sabbatical leaves for faculty are granted to faculty for study, research, and professional projects which will contribute to the professional development of the faculty member and the University. Leaves are granted on the basis of the quality of the proposal. Customarily, leaves will not be approved for two people in the same department in the same year.

Faculty on sabbatical may not engage in any university work during their sabbatical, including reassigned time work (provided as release time), additional contract work. Faculty may not receive professional development funds while on sabbatical, including endowment funds. Administration may use their discretion to grant sabbatical leaves.

## Policy Procedure

A faculty member who is granted a sabbatical leave may receive full pay for one semester or half pay for two semesters. Each year, the University may support up to two sabbatical leaves. During the leave, the University will continue to pay its normal share of job-related benefits. Faculty members must agree to resume full-time teaching at the University for at least one year after the period of the leave.

Faculty members are eligible to apply for sabbatical leave after completing six years of full-time teaching at Alvernia University. Applications for sabbatical leave must be submitted on or before September 1, one full academic year prior to the leave. Applicants must complete an application form by September 1 and submit a statement designating the time of the proposed leave and a thorough description of the project, which indicates its relevance to the applicant's professional development and its value to the University. Applications are submitted to the Faculty Development and Research Committee and must include supporting evaluations of a program director, department chair, and the appropriate College Dean. Evaluations of the project from professionals outside the University may also be submitted. Applicants may be asked to meet with the committee to discuss their proposals.

The Faculty Development and Research Committee will evaluate all applications and submit its recommendations to the Provost by October 30. Final approval of sabbatical leaves is granted by the President and the Board of Trustees at the December Board of Trustees Meeting. Notice of leave approval will be given on or before January 15 of each year.

Upon completion of the sabbatical leave, the faculty member will be expected to present either an oral or a written report to the Faculty Development and Research Committee. All members of the faculty are welcome to attend an oral presentation.

### Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

### Policy Review

Academic Affairs Division policies should be reviewed on a 5 year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

### References and Related Policies

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this policy.

#### References

N/A

#### Related Policies

N/A

### Exhibits

[Policy and Procedure Exception Form.docx](#)

### Document Review Log

Date Reviewed	Description of Changes
	Moved from Faculty Handbook Appendix
5/9/2024	SLT Approved