

## **SABBATICAL LEAVES**

### **PURPOSE**

Anderson University's provision for a program of sabbatical leaves is one facet of its provision for professional growth. The sabbatical program is not automatic. A sabbatical leave is conceived not as a bonus or reward for past service, but rather as an opportunity for the faculty member to prepare for increased usefulness to the institution. In all cases, the number of sabbatical leaves is contingent upon the availability of institutional resources, and may vary from year to year. Typically a sabbatical leave is used for advanced study, research, scholarly writing in the faculty member's field or other approved activity which will result in professional improvement within the faculty member's teaching area.

### **SABBATICAL ELIGIBILITY**

A faculty member with the rank of Instructor or above becomes eligible to apply for a sabbatical leave during the sixth year of full-time teaching at Anderson University. If the leave is granted, it should be taken in the following year. Subsequent eligibility for application is established during the sixth year after the sabbatical taken at Anderson University.

If a person is required to delay a sabbatical leave because the institution requests the faculty member to do so, then he/she is eligible to apply in the fifth year after the delayed sabbatical leave. The precise timing of a sabbatical leave is determined jointly by the individual and the university to meet both institutional needs and individual opportunities.

### **SABBATICAL SALARY/BENEFITS**

For an approved sabbatical leave, half salary will be paid for one-year sabbatical leave or full salary for a one-semester sabbatical leave. In addition, regular fringe benefits are maintained, subject only to the willingness of the individual to maintain the proportionate payments for those benefits which are participatory. If faculty members expect to undertake activities involving financial compensation during a sabbatical leave, such information should be included in the application.

### **APPLICATION PROCEDURE**

Faculty members wishing to apply for a sabbatical leave during the next academic year are asked to complete an application form and the following information and send to the director/dean not later than November 1 of the preceding academic year. The application must include the following information:

1. Faculty rank and number of years since last sabbatical or beginning appointment
2. Indication of semester for which application is being made or indication of the desire for a full year sabbatical.

3. Acknowledgement that applicant and his/her department chairs have discussed applicant's intent to apply for a sabbatical leave, including appropriate means for covering missed classes.
4. Three page description outlining purpose and focus of the project, including methodology, timeline for completion, contribution to scholarship, fit with the mission of the university and plans for dissemination of information gained during the experience.

### APPROVAL PROCESS

The Dean/Director shall present the application request to the Vice President for Academic Affairs.

The selection process will be competitive based on the following criteria:

- Number of years since last sabbatical.
- Significance of the project's contribution to the applicant's scholarship, as evident in the proposal.
- Quality of proposal.
- Alignment of the project with the university's mission statement.
- Likelihood that project design allows for completion.
- Appropriateness of the plan for dissemination of information about the project.
- Availability of applicant's external funding.
- Number and type (i.e. full-year or half-year) of sabbatical leave applications from all departments.
- Number of applications from a single department. (Normally, only one or two faculty members per department may be on leave during one academic year, depending on the size of the department.)

### RESPONSIBILITIES

A written report shall be presented to the appropriate dean/director and the department chair following completion of the sabbatical leave. It should review the program of activities maintained during the sabbatical leave and the degree to which the objectives were achieved.

As part of the agreement relative to a sabbatical leave, a faculty member is expected to continue with Anderson University for a period of a least four semesters following the sabbatical leave. In the event the faculty member chooses for any reason not to remain with the university for such a period, that faculty member will reimburse to the University a proportionate sum of the base salary actually paid during the time of the sabbatical leave. That is, if a person takes a sabbatical and leaves before serving any semesters of work, all of the salary must be repaid; if after one semester of work, 75% of the salary must be repaid; if after 2 semesters of work, 50% of the salary must be repaid; if after 3 semesters of work, 25% of the salary must be repaid.