



Sabbatical Leave Policy

Excerpted from the Faculty Handbook 8/06

Purpose

The purpose of a sabbatical leave is to provide the faculty member the opportunity for personal reflection as well as for professional and/or scholarly development thereby enhancing the contribution of that faculty member to the University.

Eligibility

A full-time faculty member of Dominican University as defined in the *Faculty Handbook* shall be eligible for a sabbatical leave beginning in his/her seventh year of continuous full-time service at the University and in the seventh year following each sabbatical leave granted. (An unpaid leave of absence does not interrupt "continuous full-time service," nor is it included in the calculation of the seven years of service.) Librarians are not eligible for sabbatical leaves.

- A. An eligible faculty member shall not be granted a sabbatical leave during a terminal or retirement contract.
- B. An eligible faculty member may select either a one-semester sabbatical leave at full salary and benefits or two semesters at half-compensation and full benefits.
- C. Sabbaticals are contingent upon staffing and scheduling requirements.

Recommendation for Development of the Proposal

Sabbatical proposals should be developed in conversation with members of the applicant's department, related departments if applicable, chair and dean. The purpose of the conversation is to gather ideas, clarify thinking, and frame the project.

Application

Application for sabbatical leave (See Appendix F) shall include the following:

- A. A presentation of a definite plan for the use of the sabbatical
- B. Statement of benefits for the faculty member's development and for the University that results in a significant outcome or product (new or revised course, article(s), book, artistic work, etc.)
- C. A current *Curriculum Vitae*
- D. An application form including signatures of Department Chairperson and Dean
- E. An indication of the specific semester(s) for which the leave is requested
- F. The description of any fellowship and/or grant pending or secured at the time of making application for sabbatical leave
- G. The applicant's agreement to return to service with the University for one academic year immediately following expiration of the leave; or to refund the compensation paid him/her

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by the University during his/her leave, unless this obligation is specifically waived or deferred by the University

- H. The applicant's agreement to submit a written report to the Vice President for Academic Affairs on the extent to which he/she has achieved the purpose for which the leave was granted

Conditions

- A. The applicant and the University are expected to sign a statement that the faculty member will return to the University at his/her former position and rank for at least one (1) academic year following the sabbatical leave.
- B. A report of the results of the sabbatical leave must be filed with the Vice President for Academic Affairs within thirty (30) days after the beginning of the semester immediately following the end of the sabbatical leave.
- C. During the term of the sabbatical the recipient may not contract for a teaching position at another college or any other position of employment unless justified as part of the sabbatical plan in the application process.
- D. *If the research uses human or other living beings as research subjects the applicant is required to submit and get approval from the Institutional Review Board for Protection of Human Subjects (IRBPHS). See Appendix P.*

Criteria for Selection

- A. Description of the project including a summary of pertinent research or a conceptual/theoretical framework
- B. Benefit to a faculty member's teaching, professional, and/or scholarly development
- C. Completeness and clarity in the written application: including specific plans for significant study, research, writing, artistic endeavor, travel, etc.
- D. Clearly defined expected outcomes (new or revised course, article(s), book, artistic work, etc.)

Judging of Proposals

Proposals will be judged upon:

- A. The overall quality of the proposal and the proposed activity (5 points)
- B. The potential of the proposed activity to enhance the applicant's effectiveness as a teacher/scholar (5 points)
- C. How well the proposed activity fits the applicant's long-term professional plans (5 points)
- D. The relation of the proposed activity to the plans and/or goals of the department, school, and University (5 points)
- E. The ability of the applicant to carry out the proposed activity within the time of the sabbatical. (5 points)

Preference will be given to those who:

- A. Have not previously been granted a sabbatical
- B. Have not taken leave of absence in the previous six years
- C. Have the greatest total number of years of service or the most years of service since a leave of absence

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- D. Propose projects that address one or more of the Department and College Priority Areas (if applicable), and/or
- E. Plan to target the University's Values, Mission, Objectives and/or Goals as part of the proposed sabbatical activities

Project Outcome

- A. Describe how the activity will be evaluated. Include several methods by which its merit will be determined. (When appropriate, try to involve students, colleagues, outside evaluators, and written observations and conclusions.)
- B. List any publications, exhibits, and tangible outcomes that may result from the activity.
- C. Individuals are expected to present their scholarly findings at the Provost Forum

Sabbatical Report

Within 30 days of the first semester following a sabbatical leave, faculty will submit a report to the chair, dean, and Provost. The sabbatical report will:

- A. Provide the objectives and results of the sabbatical project. If the objectives of the original sabbatical project have changed, provide an explanation
- B. Summarize the assessment of the sabbatical project and of its impact on the faculty member, students, the professional community, and/or the general public
- C. Present the scholarly findings at a the Provost Forum

Timeline

- A. Announcement of the number of sabbatical leaves to be granted will be made by the chairman of the Associate Vice President for Academic Affairs on September 1 after appropriate consultation with the Vice President for Academic Affairs.
- B. Complete applications are due November 1 of the academic year before the year for which the sabbatical is requested.
- C. The Faculty Affairs Committee makes sabbatical recipient recommendations in writing to the Vice President for Academic Affairs in January at the beginning of the semester.
- D. The Vice President for Academic Affairs announces recipients of sabbatical leaves by February 1.

Appeal Process

In the event that a faculty member's sabbatical proposal is denied at any level, he/she may appeal that decision through the University's grievance process.

**APPENDIX E
APPLICATION FOR SABBATICAL LEAVE**

Dominican University of California

Name: _____

Campus Phone: _____ Home Phone: _____

Department: _____

Academic Rank: _____

Years of Full-time Teaching Employment at Dominican University: _____

Dates of Employment: _____

Date of previous sabbatical leave: _____

Semester(s) for Which Leave Is Requested: _____

Fellowships and/or Grants Pending or Secured: _____

I agree to return to Dominican University for one full academic year's service immediately following the expiration of my leave, or to refund any compensation paid by the University during my leave, unless this obligation is waived or deferred by the University. I further agree to submit to the Vice President for Academic Affairs a written report on the extent to which I have achieved the purpose for which this leave is granted.

Signature of Applicant: _____ Date: _____

Signature of Department Chair: _____ Date: _____

Signature of Dean: _____ Date: _____

Please submit 5 copies of this form and accompanying materials (as described in the Sabbatical Leave Policy Section of the *Faculty Handbook*) by **November 1** to the Chair of the Faculty Affairs Committee.