

SUBJECT: SABBATICAL LEAVE POLICY

Successful college teaching requires both up-to-date knowledge of one's specialty and firsthand experience of the procedures through which that knowledge is generated and disseminated. Though faculty are expected to keep track of current developments within the profession as part of their regular workload, they must also, from time to time, engage in more intensive study without the distraction of teaching and administrative work. Sabbatical leaves provide a necessary opportunity for self-renewal through acquiring new professional skills, updating existing professional skills and knowledge, conducting research, furthering education, traveling, studying, etc. to maintain currency in specific fields. Such leaves are beneficial to the faculty, their students, and the institution.

I. Policy:

- A. Eligibility, Period of Leave and Salary. Sabbatical leaves may be granted after six (6) full academic years of service at Lewis-Clark State College or after six (6) full academic years have elapsed since the faculty member's most recent sabbatical leave. Sabbatical leave shall generally be granted for the duration of one (1) or two (2) semesters, with full pay for one (1) semester and one-half (1/2) pay for two (2) semesters.
- B. Restrictions on Service and Salary. Additional income may be derived from fellowships, part-time assistantships or other sources of limited income, but fulltime employment while on sabbatical leave is not permitted unless specifically authorized by the President.
- C. Revision or Deferral of Sabbatical. Any revision in the original sabbatical proposal must be submitted to the Provost who will forward the revision to the Faculty Development Committee for approval. If the revision is not approved, the faculty member may request leave without pay. At the request of the recipient, a sabbatical leave that has been awarded may be deferred by the President for a period up to one (1) year.
- D. Return from Sabbatical. The faculty member is expected to return to the employ of the College for at least one (1) full academic year (or two (2) successive semesters) after completion of the sabbatical leave or to repay the money received from the College while on sabbatical leave.

Within the first (1st) semester after his/her return, the faculty member shall submit a brief report of sabbatical activities and accomplishments. A written report shall be sent to the Provost, appropriate Dean, appropriate Division Chair, and Faculty Development Committee Chair. The faculty member may be requested to present an oral report at a college-wide faculty forum to be called by the Faculty Development Committee.

- E. Evaluation of Proposals. Sabbatical leave proposals shall be evaluated and ranked using the following rating system. Information supplied by the Sabbatical Leave Request

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Form should be detailed enough so that the rating system can be fairly applied.

1. Relative value of the proposed leave to personal renewal: 20 points
2. Relative value of the proposed leave to students and teaching: 20 points
3. Relative value of the proposed leave to scholarly/creative activity and professional development: 20 points
4. Relative value of the proposed leave to the profession and division: 20 points
5. Length of service to the institution: Maximum of 10 points

(The following point system will be used to assess length of service.) Time in service is computed upon initial hire, or last sabbatical, and the time in which the sabbatical will be taken.

<u>Years Service Since Last Sabbatical</u>	<u>Points</u>
7	7
8	8
9	9
10 or more	10

6. Proposals for which a prestigious award (for example, but not limited to, a Fulbright) has been bestowed, will receive consideration for additional points. (Up to 10 points)

A total of 100 points are available.

II. Procedures:

- A. Provost notifies faculty of the application process and criteria for eligibility for sabbatical during the following academic year.
- B. Applicant notifies Provost, in writing, of intention to apply for a sabbatical.
- C. Provost provides Deans, Division Chairs, and Faculty Development Chair with a list of those eligible faculty members who have indicated they will be applying for sabbatical.
- D. The Faculty Development Committee Chair shall coordinate the sabbatical application and review process.
- E. Proposals for applications

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1. Proposals should clearly and convincingly address the purposes of the proposed sabbatical in terms of the criteria listed in Section I.E. and the items in the Sabbatical Leave Request Form. They should include specific details of the proposed activities, as well as benefits of the activities to personal, professional, division, and college goals.
 2. The applicant should submit three (8) copies of the proposal to the Faculty Development Committee and one (1) copy each to the applicant's Division Chair and Dean, by the date listed in Section III.
- F. The applicant's Division Chair and Dean shall each prepare a recommendation about the applicant's proposal by the date listed in Section III. and submit it to the Faculty Development Committee.

Division Chairs' and Deans' recommendations shall address the merits of the proposal and how the division will deliver programs to students in the applicant's absence by completing the Faculty Recommendation Form.

- G. The Faculty Development Committee shall rank the proposals in two groups: Academic Program Faculty and Technical Program Faculty.
- H. Committee rankings are reported by the Faculty Development Committee Chair to the Faculty Senate Chair and applicant.
- I. The Faculty Senate Chair forwards the Sabbatical Rankings, in writing, and copies of the ranked proposals to the Provost by the date listed in Section III.
- J. Provost notifies the Dean, Division Chair, Faculty Senate Chair, and Chair of Faculty Development Committee of the College's decision regarding funding for sabbaticals.

The College will fund proposals according to available funds in the order of the rankings forwarded by the Faculty Senate Chair. A lower ranked proposal shall not be funded before a higher ranked proposal.

- K. The applicants receiving offers of funded sabbaticals notify the Provost, in writing, of acceptance of the sabbatical leave.
- L. Funded sabbatical are reported to the State Board of Education.

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III. Sabbatical Application and Approval Timeline: (deadlines that occur on weekends or holidays are automatically extended to the next working day)

By	Action
April 15	Provost <ul style="list-style-type: none"> • notifies faculty of application process and criteria for eligibility for sabbatical during the following academic year
September 15	Applicant <ul style="list-style-type: none"> • notifies Provost, in writing, of intention to apply for a sabbatical
October 1	Provost <ul style="list-style-type: none"> • provides Deans, Division Chairs, and Faculty Development Chair with a list of those eligible faculty members who have indicated they will be applying for sabbatical
October 1	Applicant <ul style="list-style-type: none"> • submits proposal to Faculty Development Committee, Division Chair and Dean
October 10	Division Chairs <ul style="list-style-type: none"> • submit recommendation to Faculty Development Committee.
October 10	Deans <ul style="list-style-type: none"> • submit recommendation to Faculty Development committee.
October 25	Faculty Development Committee <ul style="list-style-type: none"> • ranks proposals Faculty Development Committee Chair <ul style="list-style-type: none"> • notifies Faculty Senate Chair and the applicant of their ranking
October 30	Faculty Senate Chair <ul style="list-style-type: none"> • notifies Provost, in writing, of rankings
November 15	Provost <ul style="list-style-type: none"> • makes written offers of sabbaticals
November 30	Faculty member <ul style="list-style-type: none"> • accepts offer, in writing
December	President <ul style="list-style-type: none"> • informs SBOE