

SECTION: Academic

SUBJECT: Sabbatical Leave

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**Background:** The purpose of this policy is to outline LCSC's policy regarding faculty sabbatical leave.

**Point of Contact:** Provost

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Faculty Senate, Faculty Affairs Committee, Academic or Career & Technical Dean, and Division Chairs.

**Date of approval by LCSC authority:** June 17, 2016

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 06/2016

**Summary of Major Changes incorporated in this revision to the policy:** Updates to point system used for scoring, to the procedure for granting sabbaticals to give the Provost flexibility in considering available financial resources when granting sabbaticals, to submission procedures to permit electronic submission, and to allow for the development and posting of application and submission guidelines with the approval of the Faculty Senate.

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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. Applications will be accepted beginning in the sixth full year, or any year thereafter. Sabbaticals will always be for the following academic year. Leave granted under other schemes, such as leaves of absence, will not be counted against an otherwise qualified candidate. 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)

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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 Affairs 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 employment at 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 Affairs 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 Affairs 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 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: Equal to the number of years of service since last sabbatical with no upper limit.
  - 6. Time in service is computed upon initial hire, or since last sabbatical, and the academic year in which the sabbatical will be taken. Points granted will be equal to

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the number of years of time in service and will increase incrementally.

7. Proposals for which a prestigious award has been bestowed at the time of application will receive consideration for up to 10 additional points. (For example, a Fulbright or similar national or regional prestigious award may be awarded up to 10 points.)

## II. Procedures:

- A. Provost notifies eligible faculty of the application process and specific instructions for the application process (i.e. dates, locations) for sabbatical during the following academic year.
- B. The Faculty Affairs Committee Chair shall coordinate the sabbatical application and review process. The Faculty Affairs Committee, in coordination with the Dean and Provost, and with the approval of the Faculty Senate, shall establish guidelines for the preparation and submission of sabbatical applications. Sabbatical application and submission guidelines shall comply with this policy and be made accessible to all Faculty no later than April 30th.
- C. Sabbatical Proposals
  1. Proposals should clearly and convincingly address the purposes of the proposed sabbatical in terms of the criteria listed in Section I.E. 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 shall submit an electronic copy of the Sabbatical Proposal to the Faculty Affairs Committee Chair, the applicant's Division Chair, the Dean, and the Provost, by the date listed in Section III.
- D. 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 Affairs Committee Chair.

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. Recommendations should be in the form of a Memorandum to the Faculty Affairs Chair with a copy sent to the applicant. The memorandum should specifically state that the author either supports the request or does not. These memoranda will be attached to the proposals when received and move with them through the rest of the selection process.

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- E. The Faculty Affairs Committee shall rank the proposals in two groups: Academic Program Faculty and Career and Technical Program Faculty.
- F. Committee rankings are reported by the Faculty Affairs Committee Chair to the Faculty Senate Chair, applicant, and Provost by the date listed in Section III.
- G. Provost notifies the Dean, Division Chair, Faculty Senate Chair, Chair of Faculty Affairs Committee, and applicant of the College's decision regarding funding for sabbaticals.

The College will fund proposals according to available funds in the order of the rankings. A lower ranked proposal shall not be funded before a higher ranked proposal except in situations in which an otherwise eligible but lower-ranked proposal is for a full-year sabbatical that could be granted without compromising available funds for higher-ranked proposals.

This exception to the rank order of proposals reflects the recognition that there are sometimes situations in which full-year sabbaticals can be granted in a way that is low cost, cost neutral, or cost saving for the college. Rather than having the Faculty Affairs Committee allow this recognition to factor into their ranking of proposals, this exception allows the Committee to rank proposals based solely on merit, and at the same time it allows the Provost a degree of flexibility to grant additional sabbaticals if it is feasible to do so.

- H. The applicants receiving offers of funded sabbaticals notify the Provost, in writing, of acceptance of the sabbatical leave.
- I. Funded sabbaticals 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)

<b>By</b>	<b>Action</b>
April 15	Provost <ul style="list-style-type: none"> <li>• Notifies faculty of application process, directions/instructions, and criteria for eligibility for sabbatical during the following academic year in writing</li> </ul>
October 1	Applicant <ul style="list-style-type: none"> <li>• Submits proposal to Faculty Affairs Committee Chair, Division Chair, Dean, and Provost</li> </ul>
October 8	Division Chair <ul style="list-style-type: none"> <li>• Submit recommendation to Faculty Affairs Committee Chair</li> </ul>
October 15	Deans <ul style="list-style-type: none"> <li>• Submit recommendation to Faculty Affairs Committee Chair</li> </ul>
October 25	Faculty Affairs Committee <ul style="list-style-type: none"> <li>• Ranks proposals.</li> </ul> Faculty Affairs Committee Chair <ul style="list-style-type: none"> <li>• Notifies Faculty Senate Chair, the applicant, the Dean, and the Provost of the applicant's ranking in writing</li> </ul>
November 15	Provost <ul style="list-style-type: none"> <li>• Makes written offers of sabbaticals</li> </ul>
November 30	Faculty member <ul style="list-style-type: none"> <li>• Accepts or rejects offer in writing</li> </ul>
May	President <ul style="list-style-type: none"> <li>• Informs SBOE of accepted sabbatical proposals</li> </ul>