

Office of the Provost

GUIDELINES FOR SABBATICAL LEAVE APPLICANTS

A. PURPOSE

The *Faculty Handbook* states, "A sabbatical leave is awarded for the intellectual and academic enrichment of the faculty member and for the benefit of the University through improved teaching and scholarship. Projects suitable for a sabbatical leave include research or creative work leading to a product appropriate to the discipline, such as a publication or work of art, or curricular or pedagogical development that will enhance the curriculum of the department or University" (3.7.1). The complete text of Section 3.7.1 of the *Faculty Handbook* (on sabbatical leave) can be found in the Appendix to this document.

Projects *not* appropriate to a sabbatical application include:

1. Course preparation. Routine course preparation, even of new courses, is a part of the general responsibility of a faculty member. Under special circumstances, curriculum development projects or pedagogical projects that require sustained work over a period of time and that contribute in a significant way to the department or the University may be appropriate to a sabbatical application.
2. General rest and recuperation. The *Faculty Handbook* states, "A sabbatical leave will not be granted...for respite from usual duties at the University." On a related matter it states, "A leave of absence [rather than a sabbatical] is appropriate to satisfy exigencies of a personal nature" (3.7.1).
3. Consulting projects leading to commercial products. The *Faculty Handbook* states, "A sabbatical leave will not be granted for...the improvement of one's financial circumstances through remuneration for teaching, research, or any other employment outside the University" (3.7.1).

B. ELIGIBILITY

Complete eligibility requirements are described in 3.7.1.1 of the *Faculty Handbook* (see Appendix). A table describing sabbatical leave options given accumulated credits of qualifying service can be found at <http://www.scu.edu/provost/facultydevelopment/upload/Sabbatical-Leave-Options-rev.pdf>.

Senior Lecturers who at the beginning of their proposed leave will have completed at least 18 quarters of full-time service since initial appointment as Senior Lecturers are eligible to apply for sabbatical leave (Faculty Handbook 3.7.1.1)

Probationary, tenure-track faculty meeting the eligibility requirements may apply for a sabbatical leave to be taken during the year following their tenure decision, the leave contingent on being granted tenure. In order to qualify for a full-year (three-quarter) sabbatical leave, a faculty member must have accumulated 18 quarters of full-time qualifying service prior to the beginning of the proposed leave. In some cases, probationary faculty may have accumulated only 17 such credits by the beginning of their seventh year (e.g. because of a family leave). In such cases the faculty member may ask to "borrow" a credit against future full-time service in order to qualify for a full year of leave. Such borrowing requires approval of the Provost.

C. APPLICATION AND REVIEW PROCEDURES

Faculty intending to take a sabbatical should consult well in advance with department chairs about the impact of the anticipated sabbatical on their departments and about how best to minimize any negative consequences of their absence. The *Faculty Handbook* specifies that “[s]abbatical leaves should be taken during a single academic year and will ordinarily not be awarded more frequently than every three years” (3.7.1.1). Exceptions may be permitted in special cases with the approval of the Chair, Dean, and Provost; the candidate must present a strong rationale for the exception in the proposal and show that the arrangement would not place undue burdens on students and colleagues.

Application and review deadlines vary slightly from year to year. For 2010-11, they are as follows:

1. By **October 15, 2010**, the faculty member submits items (a)-(e) below to the Department Chair, Dean, and office of the Associate Vice Provost for Faculty Development (email to ariconosciuto@scu.edu). All *materials must be submitted electronically as email attachments* in a standard format, such as a Word document or PDF file.
 - a) Proposal, indicating name, date, department, quarters of proposed leave, and title of sabbatical project, followed by all items listed in Part D, Proposal Format, below.
 - b) Current *curriculum vitae*
 - c) Most recent Faculty Activities Report
 - d) Report from previous sabbatical leave (if any)
 - e) Grant proposals or awards related to proposed sabbatical (if applicable)
2. By **October 29**, the Department Chair submits his or her evaluation and recommendation by email to the Dean and Associate Vice Provost for Faculty Development. Chairs are encouraged to discuss any concerns about the proposal with the faculty member and, if necessary, to request a revision of the proposal. Please contact the Associate Vice Provost for Faculty Development if a revision is needed. Department Chairs who are themselves applying for a sabbatical leave should ask a tenured colleague in their department to evaluate the proposal.
3. By **November 12**, the Dean submits his or her evaluation and recommendation by email to the Associate Vice Provost for Faculty Development.
4. By **November 15**, the Associate Vice Provost for Faculty Development appoints an ad hoc Sabbatical Review Committee and makes all materials available to the Committee.
5. By **December 14**, the Sabbatical Review Committee makes recommendations to the Provost.
6. Final decisions on sabbatical applications are made by the Provost. The Provost notifies applicants of the decision by January 31.

D. PROPOSAL FORMAT

Please be specific in compiling the proposal. The proposal should not exceed six (6) single-spaced pages and should include each of the following sections:

1. Heading with the following information:
 - Name

- Date
 - Department
 - Quarter(s) of proposed leave (e.g., Fall 2011 and Winter 2012)
 - Credits of sabbatical eligibility accrued as of August 2010
 - Year and quarter(s) of most recent previous sabbatical leave (if any)
 - Brief rationale for any departure from the standard sabbatical scheduling, in particular a leave to be taken over more than one year or within three years of the previous sabbatical leave
2. Project title
 3. Abstract or Executive Summary
Describe the project in three or four sentences.
 4. Description of project
Describe the project in terminology accessible to non-specialists. Explain why the project is important. As appropriate to your discipline, describe the problem to be addressed and the methods to be used. Place the project within the context of the existing scholarship in the area by citing the relevant literature and including a short list of references. Specify the expected contribution of your project to the existing body of scholarship. Provide the names of the cooperating or collaborating parties and institutions and details concerning office space or facilities to be provided; provide copies of letters if appropriate.
 5. Relationship to scholarship and teaching
Explain how the project relates to past and future scholarship and teaching. If your work goes beyond the written word (artists, musicians and the like) you are encouraged to supply examples of your work in the application.
 6. Relationship to past and future external grants (if applicable)
Provide the names of any external grants for which you are applying, indicating the granting agency or institution and the timetable of the application process and announcement of awards. Include a copy of grant applications submitted, or of the award letter for a grant already received.
 7. Dissemination plans
Indicate as specifically as possible how the results of the project will be disseminated. For example, in the case of an article or book, indicate the journal or press to which a manuscript will be submitted; in the case of a work of art, indicate the likelihood of performance, recording or exhibition, specifying likely venues.
 8. Timetable and explanation of feasibility of project within this time frame
Establish to the extent possible the feasibility of accomplishing the project; provide a timetable for completing the various stages of the work, including work already completed.
 9. Benefit to self, University, and the profession
Indicate specifically how the sabbatical will bring intellectual and academic enrichment to you, the University, and your discipline or profession.

Applicants are encouraged to consult with the Associate Vice Provost for Faculty Development for further guidance on crafting a sabbatical proposal and to see examples of successful proposals.

E. EVALUATION CRITERIA

Proposals will be carefully evaluated at every level of review. There are three categories of evaluation criteria:

1. Administrative Criteria
 - a) Amount of accrued time toward sabbatical
 - b) Impact of absence on department and college or school
2. Performance Criteria
 - a) Overall performance record of applicant
 - b) Outcomes of previous sabbatical
3. Project Criteria
 - a) Quality of proposal presentation
 - b) Significance of proposed project
 - c) Feasibility of proposed project
 - d) Benefit to applicant
 - e) Benefit to University
 - f) Benefit to discipline or profession

F. OBLIGATIONS OF SABBATICAL RECIPIENTS

Sabbatical leaves entail several obligations:

1. Faculty who want to change the timing of an approved sabbatical leave must submit a written request for approval of the change to the Department Chair, Dean, and Associate Vice Provost for Faculty Development. The Provost must approve the change in writing.
2. While some latitude is reasonable, faculty are expected to conduct their sabbaticals in a way that is generally consistent with their proposals.
3. After completing a sabbatical leave, faculty must submit a detailed report on activities and accomplishments during the leave to the Department Chair, Dean, and Associate Vice Provost for Faculty Development within 90 days of returning to the University (*Faculty Handbook* 3.7.1.4).
4. After completing a sabbatical leave, faculty are expected to present the results of their work to departmental colleagues. Such presentations provide an opportunity to strengthen the community of scholars at Santa Clara.

G. CHANGES TO APPROVED SABBATICAL PLANS

Faculty may request to cancel or change the timing of an approved sabbatical leave to meet significant unanticipated personal, scholarly, or programmatic needs. Any proposed change should be discussed with the Department Chair at the earliest possible date. The change should be requested in writing (email is

sufficient), with a brief explanation, and submitted electronically to the Chair, Dean, and Provost. The Chair and Dean send their recommendations to the Provost, who makes the final decision. See the Faculty Personnel Policies and Procedures Manual at <http://www.scu.edu/provost/policies/upload/4-1-2-Change-to-Sabbatical-Plans.pdf> for more details.

H. OTHER

See the *Faculty Handbook* (Appendix below) for further information on sabbatical leaves, eligibility, policies, procedures, remuneration, and reports.

Approved by the Faculty Affairs Committee, March 10, 2005. Updated April 2010.

Appendix:
Sec. 3.7.1 of the Santa Clara University Faculty Handbook

3.7.1 Sabbatical Leave

A sabbatical leave is awarded for the intellectual and academic enrichment of the faculty member and for the benefit of the University through improved teaching and scholarship. Projects suitable for a sabbatical leave include research or creative work leading to a product appropriate to the discipline, such as a publication or work of art, or curricular or pedagogical development that will enhance the curriculum of the department or University.

A sabbatical leave will not be granted for routine course preparation, respite from usual duties at the University, or the improvement of one's financial circumstances through remuneration for teaching, research, or any other employment outside the University. A leave of absence is appropriate to satisfy exigencies of a personal nature.

Faculty members granted sabbatical leave are expected to return to the University at the expiration of the leave for a period of at least one year following the sabbatical leave. The period of sabbatical leave counts as service at the University for purposes of advancement in rank and salary.

Faculty in the School of Law are subject to a separate sabbatical policy which supersedes the provisions in 3.7.1 through 3.7.1.5 of this Handbook.

3.7.1.1 Eligibility

Only tenured faculty and Senior Lecturers are eligible for sabbatical leave.

A tenured faculty member who at the beginning of the proposed leave will have completed at least nine quarters of full-time service since initial tenure-track appointment is eligible to apply for a sabbatical leave subject to the provisions of 3.7.1.3.

A Senior Lecturer who at the beginning of the proposed leave will have completed at least 18 quarters of full-time service since initial appointment as Senior Lecturer is eligible to apply for a sabbatical leave.

A sabbatical leave or other leave of absence, except for a Junior Faculty Development Leave, is not considered fulltime service to the University for purposes of determining sabbatical eligibility.

Sabbatical leaves should be taken during a single academic year and will ordinarily not be awarded more frequently than every three years. Exceptions may be permitted in special cases with the approval of the chair, dean, and Provost. To be considered for a sabbatical extending over more than a single academic year, the candidate must present a strong rationale for why this is necessary, and the Provost must be assured that the arrangement would not place undue burdens on students or colleagues.

Approved by the Board of Trustees, May 20, 2005
Endorsed by the Faculty Senate, June 2005

3.7.1.2 Application Policy and Procedures

By the first Monday in October of the year prior to that in which the sabbatical leave is to occur, the applicant shall submit to the chair of his or her department a sabbatical proposal, formulated according to current guidelines, which describes the nature of the sabbatical project, the means by which it will be carried out, and the anticipated benefits from the sabbatical project for the University, the applicant's profession, and the applicant's own future teaching and scholarship.

The sabbatical proposal is reviewed, evaluated, and passed on with a recommendation for acceptance or rejection by the applicant's department chair, college or school dean, a Sabbatical Review Committee appointed by the Provost, and the Provost in turn. The Sabbatical Review Committee may request modifications in the proposal before making

its recommendation to the Provost who may also request additional information. Sabbatical leaves are granted by the Provost.

Approved by the Board of Trustees, May 20, 2005
Endorsed by the Faculty Senate, June 2005

3.7.1.3 Remuneration

Although a faculty member's Letter of Appointment for the year in which a sabbatical leave has been awarded states base salary and estimated total compensation, actual salary for the year of sabbatical leave is determined as follows.

For each quarter of full-time employment, up to a maximum of three quarters per academic year, an eligible faculty member accrues 1/27 of his or her base pay for sabbatical leave. For example, after nine quarters of regular service, a tenured faculty member is eligible for one quarter of sabbatical leave at 100% of base annual salary; after 18 quarters of regular service, a tenured faculty member or Senior Lecturer is eligible for two quarters of sabbatical leave at 100% of base annual salary; and after 27 quarters of regular service, a tenured faculty member or Senior Lecturer is eligible for three quarters of sabbatical leave at 100% of salary.

After 18 quarters and up to 27 quarters of full-time service, a faculty member eligible for sabbatical may take a three-quarter sabbatical leave at a reduced salary if the accrued service is insufficient to permit a sabbatical leave at full pay. For example, after 18 quarters of regular service, a full year of sabbatical leave will be remunerated at 18/27 or 66.7% of base annual salary; after 21 quarters of regular service, a full year of sabbatical leave will be remunerated at 21/27 or 77.8% of base annual salary.

Any quarters of accrued service that are not utilized for a sabbatical leave may be credited to a subsequent sabbatical leave. There will be no additional accrual of sabbatical time after 27 quarters of service unless the faculty member has had to delay a sabbatical leave in the interest of the department, college, or University. In such cases, with the written approval of the Provost, any additional quarters will be credited to a subsequent sabbatical leave. Sabbatical salary may not exceed 100% of the faculty member's regular salary.

Contributions to the retirement plan, by both the University and the faculty member, are based on the salary actually paid; all other benefits are continued as usual.

It is the obligation of the recipient of a sabbatical leave to clarify with his or her dean or with the Provost any matter pertaining to the leave which may not be included in this Handbook. Such clarifications are to be made in writing with copies to the recipient's department chair, the dean, and the Provost.

Approved by the Board of Trustees, May 20, 2005
Endorsed by the Faculty Senate, June 2005

3.7.1.4 Reports on Sabbaticals

Not later than ninety days following return to the University, a faculty member granted sabbatical leave shall submit a detailed report on his or her activities and accomplishments during the leave to the school or college dean, with copies to the Provost and department chair. Reports from prior sabbaticals must be included as part of future petitions for sabbatical leave.

Approved by the Board of Trustees, May 20, 2005
Endorsed by the Faculty Senate, June 2005

3.7.1.5 Unused Sabbatical Time

Any quarters of accrued service that have not been utilized for a sabbatical leave will be forfeited when a faculty member ends employment with the University.