

Policy on Sabbatical Leave

A. Faculty Handbook

FH section 12 sets forth the eligibility, review, compensation, and application procedure for sabbatical leave.

B. Academic personnel decisions timeline

Every academic year, the Provost's Office posts the academic personnel decisions timeline which sets forth the relevant dates for submission, review, and decision on sabbatical applications.

C. Notice of intent

In the interests of planning faculty teaching and service, the HSB establishes an additional timeline.

A faculty member intending to submit, once eligible to do so, a proposal for a sabbatical, shall forward to the Dean by September 1 of the year prior to his or her eligibility to apply, a statement of intent. This statement shall include a notification that a proposal for sabbatical leave will be submitted in the next academic year for the following academic year and an indication of whether a one year or one semester leave will be requested.

D. Report

Within one month of return from sabbatical, the faculty member shall submit to the Dean a report detailing how the elements of the proposed sabbatical were fulfilled.