



# GOODWIN COLLEGE POLICY

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<b>TITLE:</b>	<b>Full-Time Faculty Scholarly Leave (Sabbatical) Policy</b>
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## INTRODUCTION STATEMENT:

Full-time faculty interested in focusing on extraordinary service or scholarly activities that support the college's mission and departmental goals may seek approval for a reduction in their teaching responsibilities. Administrative approval for course release from the College's Standard Teaching Load of five-classes a semester does not relieve faculty of their other teaching duties or their ordinary service, scholarship and other departmental responsibilities.

## POLICY STATEMENT:

Goodwin College values teaching excellence, service to the College and community, as well as participation in scholarly activities and professional growth. Full-time faculty may be released from teaching a course or courses in order to focus on extraordinary service or scholarship activities that support the college's mission and departmental goals. All course releases must be approved by the Department Chair and the Dean of Faculty.

## INCLUDE POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- COLLEGE CATALOG
- FACULTY HANDBOOK
- STUDENT HANDBOOK

## EXCLUSIONS:

- This policy applies to course releases only. There is a separate College policy on extended scholarly leaves (i.e., sabbatical).
- Usually a course release is granted for one semester. No employees with faculty status, except for Department Chairs, may reduce their teaching load to less than one course a semester.
- Department Chairs and Program Directors do not need to seek course release approval. Their course releases for administrative responsibilities are part of their offer letter.
- Course releases will be granted only if the department is able to accommodate them within the department budget.
- Course releases do not relieve faculty members from their other, ordinary responsibilities to the College, including their remaining teaching and scholarship obligations, participation on governance committees, and departmental participation and service obligations.
- Course releases should be taken in the semester requested on the Faculty Course Release Form. Course releases may not be stockpiled or taken en masse.
- Exceptions to this policy may be made by the Vice President of Academic Affairs or the Provost on a case-by-case basis, when it serves the interests of the department and the College.
- In deciding whether to grant a course release request, independent studies (also called One-to-Ones) are not considered part of the Standard Teaching Load.

## DEFINITIONS:

One **Course Release** is equal to one three-credit class or one three-hour lab in a semester.

The **Standard Teaching Load** for a full-time faculty member is five classes a semester, three semesters a year.

## PROCEDURE REFERENCE NUMBER:

TBD

**CONTACTS:**

Faculty Senate  
Academic Leadership  
Human Resources  
Accounting

**HISTORY:**

Reviewed by Faculty Senate (5/15/2013)  
Reviewed by Chairs (1/2014)  
Approved by Academic Affairs (2/6/2014)  
Approved by Cabinet (2/9/2014)  
Reviewed February 2016

<b>EFFECTIVE DATE:</b>	January 1, 2014
<b>RESPONSIBLE OFFICE:</b>	Dean of Faculty (Academic Office)
<b>REVIEW DATE:</b>	

**APPENDIX:**