



POLICY AND PROCEDURE

TITLE:	Full-Time Faculty Scholarly Leave (Sabbatical)
---------------	---

POLICY STATEMENT:

This document describes the University's policy for full-time faculty requesting an extended leave from their regular responsibilities to pursue a project that contributes to the University's mission, goals, and purposes.

Goodwin University is committed to teaching excellence and encourages the pursuit of scholarly activity and other creative endeavors that contribute to the University's mission. A faculty member with the rank of associate or full professor may apply for a one-semester Faculty Scholarly Leave (i.e., sabbatical) at full-pay after seven (7) years of employment at the University. The sabbatical activity must clearly contribute to the University's mission and should be consistent with the emphasis that the University places on its teaching mission. The application process is competitive, takes into consideration a department's financial and logistical circumstances, and must be approved through the appropriate levels of the University's academic administration.

PROCEDURE DETAILS:

The following procedure describes the actions required for approval and tracking of faculty sabbaticals. Sabbatical leave is granted for the express purpose of providing full-time faculty with an opportunity to significantly enhance their professional development as educators through projects of research, writing, or other professional activity that contributes to the University mission.

Requirements:

- Only one sabbatical may be granted to an individual faculty member in a seven-year period.
- Any outside funding for the requested sabbatical must be disclosed on the application. In most circumstances, teaching or other employment is not permitted during a sabbatical.
- The as needed, ad-hoc Sabbatical Leave Committee of Faculty Senate, along with the Provost and Dean of Faculty, review proposals. The Committee's recommendations are forwarded to the President's Cabinet through the Provost and Dean of Faculty for final approval. Sabbaticals typically begin in the spring. The application process is competitive, and the rubric used to evaluate sabbatical proposals is included in the procedure.
- Exceptions to this policy may be made by the Provost and Dean of Faculty and President on a case-by-case basis.
- Acceptance of a sabbatical leave carries with it the obligation to return to the University for full-time employment for one full academic year (3 semesters). In accepting a sabbatical, the faculty member agrees to repay all salary and benefits received from the University during the leave if the faculty member does not return to the University for one full academic year following the sabbatical, except in the case of death, disability or other extraordinary circumstances beyond the control of the faculty member.

Areas of Responsibility:

In brief, the faculty member completes the application with the approval of his/her Dean and the guidance of Faculty Senate. The Sabbatical Leave Committee of Faculty Senate, along with the Provost and Dean of Faculty, review proposals as needed. The committee's recommendations are forwarded to the President's Cabinet through the Provost and Dean of Faculty for final

approval. The application process is competitive, and the rubric used to evaluate sabbatical proposals is included in the procedure.

Eligible Faculty Member

- Completes a proposal consistent with the University mission with the guidance of Faculty Senate and approval by administration. Upon completion of the sabbatical, communicates a summary of the project to the University community.

Faculty Senate Subcommittee

- Reviews the faculty's application and works with the Provost and Dean of Faculty in getting approval.

Dean

- Plans for sabbatical leaves in the department budget (e.g., one per year).
- Assists faculty members with the proposal planning and approval process.

Provost and Dean of Faculty

- Maintains a current list of sabbatical projects that might be completed at the University (e.g., Grants Office, Office of Institutional Research).
- Maintains a copy of the final sabbatical reports and ensures that the information is communicated to the University community. Sabbatical reports will be considered part of the record in subsequent sabbatical applications.
- Obtains final authorization from President. Sabbatical leaves may begin during the spring semester.

President

- Review and approve/deny exceptions to the policy.

SUBMISSION AND APPROVAL PROCESS

Faculty

- Ideally, the faculty member notifies the Dean of intention to submit a proposal for sabbatical approximately a year before submission.
 - This length of time is suggested so that the faculty member has sufficient time to develop a proposal with the Faculty Senate Subcommittee and the department's academic leadership (e.g., budget resources available).
- Submits a draft of the proposal to the Faculty Senate Subcommittee (Spring).
- Faculty Leadership must ensure coverage of their administrative responsibilities.

Faculty Senate Subcommittee

- Reviews sabbatical proposals and provides guidance.
- Recommends approval or denial within [30 days] of receipt of the final proposal.
- Notifies the Faculty and his/her Dean of Subcommittee recommendation.

Dean

- Reviews sabbatical proposals that have already received Faculty Senate Subcommittee support.
- Approves or denies proposals within 30 day] of receipt.

IF APPROVED:

- Writes a Letter of Support that explains the impact of the sabbatical on the teaching and administrative needs in the department.
 - Ensures that sabbatical is included in the department's budget.
- Forwards the Letter of Support and the approved proposal to the Provost and Dean of Faculty.

Provost and Dean of Faculty

- Reviews sabbatical proposals as needed.
 - Reviews any past sabbatical reports submitted by the requesting faculty member, if available, as part of the consideration process.
- Approves or denies proposals within 14 days of receipt (signs the form).

IF APPROVED:

- Forwards all proposed sabbatical requests to the President for consideration.
- Notifies the Provost and Dean of Faculty of the final decision, who, in turn, communicates the results to the department.

POST SABBATICAL PROCESS

Faculty

- Within 60 days of the project's completion, the faculty member is expected to submit a summary report to the Provost and Dean of Faculty and to communicate the results of his or her sabbatical to the academic community by way of a seminar, printed summary, or other forum open to the community. The report should demonstrate and communicate the value of the sabbatical leave experience to the University and the individual.

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

- UNIVERSITY CATALOG
 STAFF HANDBOOK
 FACULTY HANDBOOK
 STUDENT HANDBOOK

DEFINITIONS:

Sabbatical = An extended leave with pay, offered on a competitive basis to faculty and for projects consistent with the University's mission.

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Faculty Senate
 Deans/Program Directors
 Provost and Dean of Faculty
 Human Resources
 Accounting

HISTORY:

Approved by Faculty Senate, May 2013
 Reviewed by Chairs, January 2014
 Approved by Academic Affairs, February 2014
 Approved by Cabinet, February 2014
 Reviewed, February 2016 Reviewed,
 Revised, and Re-formatted, May 2017
 Reviewed and Revised, December 2019
 Updated with Logo and University January 2020

EFFECTIVE DATE:	January 1, 2014
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost and Dean of Faculty
REVIEW DATE:	Annually

APPENDIX: (SEE ATTACHED FORM)