



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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

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

Goodwin College is committed to teaching excellence and encourages the pursuit of scholarly activity and other creative endeavors that contribute to the College'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 College. The sabbatical activity must clearly contribute to the College's mission and should be consistent with the emphasis that the College 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 College'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 College 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 Sabbatical Leave Committee of Faculty Senate, along with the Dean of Faculty, review proposals once a year in the summer. The Committee's recommendations are forwarded to the President's Cabinet through the Vice President for Academic Affairs 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 President on a case-by-case basis.
- Acceptance of a sabbatical leave carries with it the obligation to return to the college 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 college during the leave, except in the case of death, disability or other extraordinary circumstances beyond the control of the faculty member, if the faculty member does not return to the College for one full academic year following the sabbatical.

## **Areas of Responsibility:**

In brief, the faculty member completes the application with the approval of his/her Chair and the guidance of Faculty Senate. The Sabbatical Leave Committee of Faculty Senate, along with the Dean of Faculty, review proposals once a year in the summer. The committee's recommendations are forwarded to the President's Cabinet through the Vice President for Academic Affairs 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 College mission with the guidance of Faculty Senate and approval by administration. Upon completion of the sabbatical, communicates a summary of the project to the College community.

### Faculty Senate Subcommittee

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

### Department Chair

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

### Dean of Faculty

- Maintains a current list of sabbatical projects that might be completed at the College (e.g., Grants Office, Office of Institutional Research).
- Signs the proposal and submits it to the Vice President for Academic Affairs. Proposals are authorized once a year beginning January 1<sup>st</sup>.
- Maintains a copy of the final sabbatical reports and ensures that the information is communicated to the College community. Sabbatical reports will be considered part of the record in subsequent sabbatical applications.

### Vice President for Academic Affairs

- Obtains final authorization from President's Cabinet. Sabbatical leaves may begin during the spring semester.

### Provost and President

- Review and approve/deny exceptions to the policy.

## *SUBMISSION AND APPROVAL PROCESS*

### Faculty

- Ideally, the faculty member notifies the Department Chair 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 Department Chair of Subcommittee recommendation.

### Department Chair

- 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 Dean of Faculty.

Dean of Faculty

- Reviews sabbatical proposals every fall semester.
  - 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:

- Submits the proposal to the Vice President for Academic Affairs.

Vice President for Academic Affairs

- Adds all proposed sabbatical requests to the President's Cabinet agenda during the fall semester.
- Notifies the 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 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 College and the individual.

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

COLLEGE 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 College's mission.

**EXCLUSIONS:**

NA

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Faculty Senate

Department Chairs/Program Directors

VP for Academic Affairs

Human Resources

Accounting

**HISTORY:**

Approved by Faculty Senate (5/2013)

Reviewed by Chairs (1/2014)

Approved by Academic Affairs (2/6/2014)

Approved by Cabinet (2/9/2014)  
Reviewed February 2016  
Reviewed, Revised, and Re-formatted May 2017

<b>EFFECTIVE DATE:</b>	January 1, 2014
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Dean of Faculty (Academics Office)
<b>REVIEW DATE:</b>	Initially created 1/2013. To be reviewed every five years.

**APPENDIX: (SEE ATTACHED FORM)**