

Chapter 3 –Leave for Faculty & Librarians

{SABBATICAL LEAVE FOR FACULTY & PROFESSIONAL AND/OR RESEARCH LEAVE FOR FACULTY MEMBERS ENGAGED EXCLUSIVELY OR PRIMARILY IN LIBRARY SERVICES (BOR II-2.00 -01)}

The president of Salisbury University may grant sabbatical leaves to faculty members and professional and/or research leaves to faculty members engaged exclusively or primarily in library services. The primary purpose of such leave is to provide an opportunity for faculty members to conduct scholarly or creative work that helps implement the mission of the university and enhances their standing in their disciplines or professions.

At SU, scholarly work is defined by the Boyer Model of scholarship which categorizes scholarship in four areas: *discovery, integration, application, and teaching*. The first category, *discovery scholarship*, refers to increasing the knowledge base with new information. *Integration scholarship* relates (or integrates) the new knowledge into the academic realm. The third category of the Boyer model, *applied scholarship*, means demonstrating the application of the new knowledge to the world at large. Finally, *the scholarship of teaching* is devoted to helping those with little or no previous expertise in the specific discipline gain meaningful new knowledge.

All four areas of scholarship serve Salisbury University's mission in important ways. In particular, the traditional and continuing strength of SU's teaching depends on faculty willing and able to devote themselves to the scholarship of teaching. Sabbatical projects devoted to all four areas of scholarship--discovery, integration, application, and teaching--are valued at Salisbury University.

Guidelines

1. To be eligible for sabbatical or professional and/or research leave, a full-time faculty member must be tenured as a full professor, associate professor or assistant professor, or have permanent status as a Librarian II, Librarian III, or Librarian IV. He or she must also have at least six academic years of service since either returning from the most recent sabbatical or beginning service as a full-time SU faculty member. A part-time faculty member must also be tenured or have permanent status as Librarian II, Librarian III, or Librarian IV and have completed six or more years of at least half-time service. (Unpaid leaves of absence will not be regarded as service for the purposes of determining sabbatical or professional and/or research leave eligibility.) In exceptional circumstances approved by the provost, a faculty member at the rank of instructor who is tenured and has completed at least six years of service may be recommended as eligible for sabbatical leave.

2. Sabbatical and professional and or/ research leave decisions must be made in the economic reality of a given year, but it is important that individual faculty have equitable opportunity for leave and that the multifaceted mission of SU be reflected in sabbatical priorities. For these reasons, the following considerations are recognized in sabbatical funding decisions:

- First leaves are valued as an important means of faculty development. First-time applicants generally receive priority.
- For second, third or fourth leaves, successful earlier sabbatical projects are valued and considered.
- A leave that has been deferred due to service to the university (e.g., to teach critical courses or to serve as department chair/head) has priority.
- Leaves necessary for faculty to prepare to take on a new role in the department such as developing a new area of study or new course are valued.
- Sabbaticals and professional and or/ research leaves that are especially designed to further the University mission in serving the wider community or academia (e.g., working with a non-profit organization, an educational organization or an academic association) should be valued.

2. Full-time faculty members applying for sabbatical leave, professional and/or research leave must agree as a precondition to receiving such leave to return promptly to the university at the termination of the leave and to serve on a normal basis for at least one academic year. The same conditions apply to part-time faculty; however, part-time library faculty must agree to return to the University for the equivalent of one year of fulltime service.

3. Ordinarily, sabbatical leaves and professional and/or research leaves will be granted for a period equal to one-half of the recipient's annual contract term at normal compensation, or for the full annual contract term at one-half normal compensation for both full- and part-time faculty. Library faculty can apply for summer leave which will be compensated for a thirteen week period in the summer equal to one-fourth of the recipient's annual contract term at normal compensation for both full and part-time library faculty (see Table xx). All faculty members who are considering a sabbatical leave for the full annual contract term, at one-half normal compensation, should contact Human Resources regarding the impact this may have on their retirement program.

4. During the period of sabbatical or professional and/or research leave, the recipient will be permitted, with the approval of the president or designee, to accept, in addition to the compensation received from the university, grants, awards, contracts, fellowships or other compensation or stipends as may be related to the approved sabbatical leave project. The recipient may also accept compensation for consulting services rendered during the sabbatical leave, provided that such services do not exceed those allowed by Salisbury University's Policy on the Conflict of Commitment/Interest, and that they do

not interfere with the approved sabbatical or professional and/or research leave project.

5. All benefits and privileges of faculty members who are on sabbatical or professional and/or research leave will continue during the period of the leave. These include, for example, employee benefits, merit increases, and opportunities for promotion.

Procedure

1. The procedures for applying for sabbatical or professional and/or research leave are the same for all faculty. All faculty applying for sabbatical or professional and/or research, leave obtain two forms from the Faculty Handbook: the Sabbatical Form Part A-Application and Sabbatical Leave Form Part B-Final Report that appear in Appendix G. Faculty members initiate their applications by completing Part A that, when finally approved, will be open to public review. They retain Part B for submission within six months following sabbatical or professional and/or research leave.

- Applicants are encouraged to complete an online “intent to apply” process as soon as possible. The intent to apply form can be found at (*new website for recording sabbatical data*)^{*} where a running total of potential applicants for leave for each semester will be kept. This will allow potential applicants to better gauge their chances to obtain leave and perhaps alleviate the unevenness in numbers of sabbatical applications from semester to semester. When leaves are limited in number, and in the absence of other determining factors, faculty who filed “intent to apply” will be viewed more favorably than those who have not.

2. Completed applications (Part A) are submitted to the applicant’s department chair/immediate supervisor two semesters in advance of the proposed leaves. The deadline is August 1 for fall sabbatical leaves and March 15 for spring sabbatical leaves. For example, the deadline for a fall 2010 sabbatical would be August 1, 2009 and the deadline for a spring 2011 sabbatical would be March 15, 2010. Procedures for library faculty applying for summer leave are the same as those for half-year and full-year applications, except for the elimination of the Faculty Welfare Committee review (this part of the form may be crossed through) and the date the leave begins. Summer professional leave requests follow the fall submission schedule, but commence after graduation.

3. Department chairs/immediate supervisors recommend or do not recommend sabbatical or professional and/or research leave applications. (In the event that the applicant is a department chair, the dean of the school will make a recommendation about the sabbatical application.) If a sabbatical application receives a recommendation from the department chair/immediate supervisor, it is forwarded to the dean of the

school who then recommends or does not recommend the sabbatical leave application. Recommended fall sabbatical leave applications that have been received by the chairs by August 1 are forwarded to the Faculty Welfare Committee by September 15, and recommended spring sabbatical leave applications that have been received by the chairs by March 15 are forwarded to the Provost by May 1.

4. Applications for sabbatical or professional and/or research leave are recommended or not recommended or recommended for resubmission¹ by the provost and approved or disapproved by the president of the University by January 31 for fall sabbatical leaves and August 31 for spring sabbatical leaves. The president of the university then notifies applicants, their department chairs/immediate supervisors, their deans, and the Faculty Welfare Committee.

5. A faculty member on sabbatical may not perform any SU duties during the sabbatical including teaching, serving on or chairing committees, or completing assigned administrative tasks except in the case of a critical need for the department. Approval to perform any such tasks must be provided by the department chair/immediate supervisor and the dean. However, such service will not negate any obligation with regard to completing the sabbatical project or returning to campus at the end of the sabbatical.

6. When faculty have completed a sabbatical or professional and/or research leave, they submit the completed original of Sabbatical Leave Form Part B-Final Report to their department chair/immediate supervisor who signs it acknowledging its receipt and forwards it to the dean of the school. The dean signs and forwards it to the provost. The provost sends the document to the President for its final signature. Completed Sabbatical Leave Forms Part B must be submitted to the department chair/immediate supervisor by October 15 for spring sabbaticals and March 15 for fall sabbaticals.

7. Once a sabbatical or professional and/or research leave is approved by the President any subsequent substantive change to the project or its funding plan, if applicable, must be approved by the Dept. Chair/Head, Dean, and Provost.

Human Resources, revised 8/11/2000 Faculty Senate, revisions approved 3/2002
Provost, revisions approved 8/2002 Faculty Senate, revisions approved 12/2003
Faculty Welfare Committee approved Funding Source 2/4/2004
Faculty Senate, approved Funding Source 2/24/2004
Provost, approved Funding Source 3/8/04
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¹The provost may recommend an application for resubmission when the number of applications results in worthy sabbatical applications being denied. These applicants should be encouraged to apply again.

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Table ^{xx-} Dates for sabbatical or professional and/or research leave

	Fall Semester	Spring Semester	Summer Professional Leave¹ (Only Library faculty)
Faculty	August 15 -January 15	January 15 –June 15	
Library faculty ²	July 1 – December 31	January 1- June 30	Commencement to August 15