The president of Salisbury University may grant sabbatical leaves to faculty members. 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.

**Guidelines**

1. To be eligible for sabbatical leave, a full-time faculty member must be tenured as a full professor, associate professor or assistant professor and have completed at least six years of service at the time of an initial sabbatical leave or since the last previously granted sabbatical leave. A part-time faculty member must also be tenured 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 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. Faculty members applying for sabbatical 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.

3. Ordinarily, sabbatical 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. 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 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 leave project.

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

**Approving Sabbaticals Using a Funding Source**

1. This policy is strictly designed to provide a funding source for departments unable to cover a sabbatical without unusual expenditure.

2. This policy should not be construed as attempting in any way to prevent the departments that can ordinarily cover sabbaticals from continuing to allow faculty in those departments to take sabbaticals in their usual manner.

3. All sabbatical proposals should be judged on the merits of the proposal on a “need blind” basis. Department chairs/deans should provide a realistic description of how the sabbatical will be funded. This will be considered separately, and the department chairs/deans will be expected to adhere to the plan unless circumstances change extraordinarily.

4. Sabbatical proposals should be evaluated by the deans and provost based on the merits of the proposal and the time passed since the previous sabbatical was taken. Since the amount of time since the last sabbatical will become a crucial piece of the evaluation, the sabbatical application should be amended to include the number of years of active service since the last sabbatical, not just the date of the last sabbatical. Evaluation should not consider the amount of funding needed.
5. The provost will establish a fund to pay for sabbaticals. Based on the evaluation of sabbatical proposals, the sabbaticals will be funded in order to maximize the number of faculty who can take a sabbatical in any given semester while simultaneously addressing all equity issues. If department chairs/deans have adequately demonstrated that a sabbatical truly requires no funding, then these sabbaticals should be automatically approved, provided that they meet all other criteria for approval.

Procedure

1. Faculty applying for sabbatical 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 leave.

2. Completed applications (Part A) are submitted to the applicant’s department chair 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 2005 sabbatical would be August 1, 2004 and the deadline for a spring 2006 sabbatical would be March 15, 2005.

3. Department chairs recommend or do not recommend sabbatical 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, it is forwarded to the dean of the school who then recommends or does not recommend the sabbatical leave application. Recommended 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 sabbatical leave applications that have been received by the chairs by March 15 are forwarded to the Faculty Welfare Committee by May 1.

4. The Faculty Welfare Committee assesses the academic value of sabbatical leave applications with endorsement or non-endorsement no later than November 15 for fall leaves and June 1 for spring leaves. In the event that the committee is unable to endorse the application, the Chair will provide an explanatory comment. Recommendations of the Faculty Welfare Committee are forwarded to the provost and applicant faculty are notified in writing by the committee of completion of these steps.

5. Applications for sabbatical leave are recommended or not recommended by the provost and approved or disapproved by the president of the University by January 1 for fall sabbatical leaves and August 1 for spring sabbatical leaves. Upon approval of sabbatical leaves, the president of the university notifies applicants, their department chairs and the Faculty Welfare Committee.

6. When faculty have completed a sabbatical leave, they submit the completed original of Sabbatical Leave Form Part B-Final Report to their chair who signs it acknowledging its receipt and forwards it to the dean of the school. The dean signs, forwards it to the Faculty Welfare Committee whose chair signs and sends 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 by October 15 for spring sabbaticals and March 15 for fall sabbaticals. This policy also allows that for a change in circumstances since the initial application a faculty member may request an extension of a previously approved one semester sabbatical to one year at half-pay. Approval of such a request is at the sole discretion of the Dean and Chair.

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
Revised June 2006