

SABBATICAL AND ACADEMIC LEAVE RECOMMENDATIONS FOR ORDINARY FACULTY

FROM HNS FACULTY HANDBOOK

Any faculty member in the college who is requesting an academic leave of absence, sabbatical, or an academic grant request should follow the procedures and guidelines described by the University Grants & Leaves Committee. Faculty should submit to the Dean the following:

1. A letter requesting the leave, sabbatical or grant request stating the purpose of the leave, sabbatical, or grant request.
2. A letter from the chairperson of his/her department approving the leave and stating what provisions are to be made for teaching the course load normally taught by him/her. If the chairperson of a department is requesting the leave, the letter of recommendation should come from all tenured faculty in the department.
3. After the Dean endorses the leave, sabbatical, or academic grant request, the documents will be released only to the faculty member. He/she then has the responsibility of submitting the applications to the committee.

FROM UNIVERSITY HANDBOOK

The University has adopted the following policy regarding sabbatical leaves.

1. Purpose of Sabbatical Leave

The objective of the sabbatical leave program is to enhance the academic quality of the University by providing the faculty member with an opportunity for professional growth over an extended and uninterrupted period. Such opportunities will allow the faculty member to engage in full-time scholarly research, specialized study related to one's academic field, writing, participation in programs designed to improve teaching or other scholarly activities.

2. Duration of Sabbatical Leave

An eligible faculty member may elect to take a one semester sabbatical leave at full salary or a two semester sabbatical leave at two-thirds salary. Occasionally, if the Dean of a college in consultation with the Provost and Vice President for Academic Affairs feels a proposal has particular merit, a two semester sabbatical leave at full pay may be offered. Such offers may be made only if funds remain in the budget (see 3c) after all other valid proposals have been accepted, and at no time should such offers require an increase in the budget.

3. Eligibility

- a. All full time tenured faculty members are eligible for a sabbatical leave after they have completed seven years of continuous service as Ordinary Faculty at the University. Normally, subsequent sabbatical leaves are granted in the seventh year or after 12 semesters of qualifying service.
- b. Credit may be granted for professionally relevant leaves taken since the faculty member's last sabbatical leave. Credit eligibility for sabbatical leave may not be accumulated beyond seven (7) years, unless a full eligible or qualifying leave is denied solely for the convenience of the department, college, or university. Where a faculty member is eligible or has qualified for sabbatical leave but is prevented from taking the leave as a result of administrative necessity or department needs, one year of qualifying service past the terminal date for previous sabbatical leave shall be counted (banked) toward the next sabbatical leave. A faculty member requesting the banking of one year must submit a letter stating that

he or she is eligible for a sabbatical leave as well as the reasons preventing that leave. The agreement of both the Dean and Provost is necessary to bank one year toward the next sabbatical. In this instance only, a sabbatical leave may be granted to the same person no more than once in any six years.

c. Eligibility does not imply an automatic right nor an automatic granting of a sabbatical leave.

d. The number of sabbatical leaves granted in any given academic year will be determined by the academic feasibility of releasing the faculty member for the period requested and by the amount of money available for granting such leaves. The University will budget directly funds to provide for sabbatical leaves.

4. Application Procedure

a. Applications for sabbatical leave are considered once each year by the appropriate Dean in accordance with established protocols of the college. Deadlines for receipt of applications will be announced by the college at least 30 days in advance.

The faculty member should apply for leave in the academic year before the year the requested leave is to begin, that is, apply in the fall of 2013 for a sabbatical leave that would begin either in the fall of 2014 or in the spring of 2015.

b. Failure to request a sabbatical leave when a faculty member becomes eligible will indicate that the faculty member does not desire a leave for the ensuing year. He or she may apply in subsequent years as long as he or she complies with the deadline for applying.

c. In order to qualify for a sabbatical leave a faculty member shall submit a detailed plan for one of the following:

i. Full-time study at an educational institution other than Loyola University New Orleans.

ii. Full-time research under the auspices of an educational or research institution or free-lance research.

iii. Full-time writing, provided that some preliminary outline of the proposed theme and content is presented.

iv. Travel with the purpose of studying a range of educational institutions and/or programs. Specifics of such travel plans and their purpose shall be set forth in reasonable detail.

v. Other proposals or projects consonant with the objectives of the University's sabbatical leave program.

d. The applicant must indicate whether his or her research, study or writing will culminate in some substantive work, such as an article, book, artistic production, major grant proposal, or new course proposals with accompanying syllabi.

e. An application for sabbatical leave must be submitted to the appropriate departmental chairperson and/or Dean who shall be empowered to review applications, request information and make a written recommendation to the Provost and Vice President for Academic Affairs indicating support for, or opposition to, the request for sabbatical leave and whether a replacement will be needed. These documents should be forwarded by the Dean to the Provost and Vice President for Academic Affairs within thirty calendar days after the deadline for accepting applications.

f. The Provost and Vice President for Academic Affairs will make a final decision within thirty days of receipt of these recommendations from the appropriate Dean.

5. Acceptance of Sabbatical Leave

a. It is understood that the granting of a sabbatical leave will not increase the workload of the department, interrupt course sequences, or curtail the advising program of the department. It is recommended that whenever possible a faculty member on a two semester sabbatical leave will be replaced temporarily by a Visiting Professor.

- b. A faculty member accepting a sabbatical leave may not take on either full-time or part-time employment during the period of the leave. While fees may be accepted without special approval for a few lectures or a few days of consulting, no substantial work for remuneration should be undertaken without prior approval of the Dean and the Provost and Vice President for Academic Affairs. However, a faculty member may accept a fellowship or grant from a foundation, provided the acceptance of such a stipend does not impose upon the recipient duties and obligations which would be incompatible with the purpose for which the sabbatical leave was granted.
- c. Within two months after returning to the University the faculty member shall submit in writing to the Provost and Vice President for Academic Affairs, and the Dean, through his or her departmental chairperson, a report on the results of the project undertaken during the sabbatical leave. The report shall become a permanent part of the faculty member's file at the University. This report shall be considered in the faculty member's next annual evaluation.
- d. A faculty member accepting a sabbatical leave agrees to remain in the service of the University for at least one academic year following the completion of his or her sabbatical leave.
- e. A faculty member accepting a sabbatical leave does so without prejudice to his or her contractual status, future salary increase, or any benefits associated with his or her employment by the University and all fringe benefits shall remain in effect during the period of the sabbatical leave. In addition, he or she shall also retain all departmental rights.
- f. Sabbatical leave time will be counted toward time in rank for promotion purposes.

F. Academic Leave

The objective of the academic leave program is the same as that for sabbatical leave, and a faculty member with an appropriate project will ordinarily apply for a sabbatical rather than academic leave. However, there are exceptional cases where academic leave may be warranted. Such cases may involve a faculty member who has not accrued seven years since his or her last sabbatical but who has a unique opportunity, one which cannot be postponed, to engage in the kind of activity that the sabbatical seeks to encourage.

In either case a faculty member must have a proposal of unique and high merit to qualify for academic leave. Academic leaves, therefore, are granted only in extraordinary circumstances. The application and acceptance procedure for academic leave will follow that outlined for sabbaticals, except that applications for academic leave are considered once each semester, and will be carried out by the same administrative procedures. The remuneration of a faculty member on academic leave will be one-half of his or her regular salary. In special cases an academic leave with remuneration greater than one-half of the faculty member's salary may be offered by the Provost and Vice President for Academic Affairs.

G. Leave of Absence Without Pay

Leave of absence without pay may be granted a member of the Ordinary Faculty at the discretion of the Provost and Vice President for Academic Affairs for a period not to exceed two years.