

## **Sabbatical Leave (Andrews University Working Policy 2:346:2)**

### ***Definition and Purpose 2:346:2:1***

Sabbatical leave may be granted a full-time faculty member for a specific purpose such as research, writing, postdoctoral study, curriculum development, or other related creative endeavors. Such leaves are granted for a specific period of time. During the sabbatical the faculty member does not carry the usual full-time university responsibilities. The general intent of a sabbatical leave is professional development for greater usefulness, effectiveness and productivity. Sabbatical leave is periodic in contrast with annual (or equivalent) protected periods of time free of class teaching responsibilities in the regular academic year for scholarly work and other professional activities (see policy #2:143:2).

### ***Length and Frequency of a Sabbatical Leave 2:346:2:2***

An eligible faculty member or administrator may apply for a one-semester sabbatical leave after seven semesters of service to the university. Time off for advanced study is not counted towards eligibility for sabbatical leave purposes.

### ***Eligibility for Leave 2:346:2:3***

A sabbatical leave is available for a qualified full-time faculty member or administrator/officer from any constituent school of the university who meets the following eligibility criteria:

1. The candidate is employed full-time by Andrews University either as a faculty member or as an administrator and holds the rank of associate professor or higher;
2. The candidate holds an earned doctoral degree or terminal professional degree.
3. He/she has been employed by Andrews University for at least seven semesters as an associate professor or higher prior to commencement of the first sabbatical leave, or seven semesters since the last sabbatical leave;
4. He/she presents a proposal that is recommended by the chair and the dean of the respective school and approved by the provost or, where appropriate for administrators, the president.

### ***Application and Approval Process 2:346:2:4***

Application for sabbatical leave must be made in writing to the department chair or appropriate administrator by December 1 of the year prior to the academic year in which the leave is requested. After preliminary discussion and clearance by the dean of the school, the application goes to the office of the provost for processing. Applications from administrators are submitted to the president for processing.

The written application includes among other things the nature of the academic activity to be pursued, the financial support proposed to supplement university support, and invitations relevant to the sabbatical where applicable. The proposal for sabbatical leave also discloses how any thesis/dissertation supervision responsibilities will be met during the person's absence. (see policy #2:346:2:6 below for further details).

### ***Timing of Sabbatical Leaves 2:346:2:5***

Sabbatical leaves require budgetary provisions and satisfactory staffing arrangements. When it is not possible to schedule a sabbatical leave as requested, the parties involved seek a mutually acceptable alternative arrangement, the conditions of which are recorded and filed in the applicant's department and in the offices of the dean and the provost.

***Conditions for Sabbatical Leave 2:346:2:6***

During the sabbatical leave a faculty member shall be eligible to receive full salary and benefits. The faculty member is excused from all regular duties except that thesis/dissertation guidance must not be reduced to the detriment of the student(s) involved.

***Required Report After Sabbatical Leave 2:346:2:7***

During the term following the leave the faculty member must report in writing to the provost, the dean, and the department chair on the use made of the leave. Administrators will report to the president.