

## Faculty Sabbatical Leave

### Academic Policies

Effective: 08/17/2018

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The purpose of sabbatical leave is for the professional development of the employee and for increased effectiveness of the individual to the institution and higher education. Sabbatical leave is open to any full-time tenure track/tenured faculty who: (a) will have served six years at Missouri Western State University in a tenure track/tenured position; (b) has submitted detailed plans for the period of sabbatical leave in advance for the approval of appropriate authorities; (c) has a proper and satisfactory record of performance. For faculty who apply for tenure and sabbatical during the same year, any sabbatical leave awarded will be contingent upon receiving tenure. Application is made in the fall semester for one of the two following academic years. (Example: A sabbatical request made in the fall of 2018 could be for either academic year 2019-2020 or academic year 2020-2021.)

Leaves should seldom be for more than one academic year plus contiguous summers. Normally, faculty who receive sabbatical leave should serve at least five years full-time before their next sabbatical. However, faculty with special circumstances may be considered. A faculty member may have the option of one academic year at one-half salary or one-half of an academic year at 100% salary. Sick leave does not accumulate. If funds are available, grants for support during the summer months will be offered. Time spent on sabbatical will be counted towards tenure, promotion, or faculty awards. Leaves for a period of one year will not interfere with scheduled salary increases. Group insurance will be continued by the University.

The individual is obliged to return to teaching or administrating at MWSU for at least two years or remit all salary and fringe benefits received while on leave. Additionally, during the first semester upon his or her return, the awardee is obligated to file a report on how the original aims of the sabbatical request were fulfilled. The report is to be sent to the appropriate supervisor/supervisors and vice president. Each faculty awardee is also required to provide a copy of the leave report to the current President of the Faculty Senate and the current chairperson of the Professional Leave Committee. The Professional Leave Chairperson will email all faculty at the start of each academic year to remind them of application procedures and deadlines.

**Application Procedures for Faculty.** A faculty applicant for sabbatical leave must submit one copy of the leave proposal to the department Chairperson by October 15. The Chairperson shall submit the proposal and the chair's recommendation to the appropriate Dean and the chair of the Professional Leave Committee by October 30. The Dean will submit his or her recommendation to the chair of the Professional Leave Committee by November 15.

**Approval Procedures for Faculty.** In considering proposals for sabbatical leave, the Professional Leave Committee requires the candidate to provide the following specific items: (a) name, education status, and present academic rank; (b) eligibility (years in service at MWSU); (c) type of leave being requested, specifying academic year and semester(s); (d) outline of proposed course of study or professional activity to be undertaken during leave; (e) certification of acceptance in above program (recommendation is contingent on acceptance or validity of program); (f) major goal to be achieved as a result of leave; (g) justification for leave; (h) benefit to be accrued to the department and/or institution; (i) departmental arrangements to cover leave; (j) a brief resume/vita which shows evidence of the candidate's professional development and overall performance at MWSU; (k) other pertinent information an applicant may wish to submit, for example, student evaluations, testimonials, previous academic record, and others. In addition, any faculty member who was granted a sabbatical prior to the current application should provide a copy of the leave report from any previous sabbatical. The proposal will provide sufficient detail concerning

the product and process of the proposed leave and will be limited to fifteen (15) pages, excluding the candidate's resume/vita and any previous leave reports.

All candidates for leave will be interviewed by the Professional Leave Committee. The committee Chairperson will make the necessary arrangements to schedule same.

The Professional Leave Committee will base its decision to recommend or not recommend the request on the following criteria: (a) merit of the scholarly and/or other professional development of proposed activity; (b) benefit of project to students, department and/or institution; (c) merit of candidate's overall performance at MWSU. After considering all leave requests the Professional Leave Committee will determine, via secret ballot, which candidates will be recommended for leave and a priority ranking of these candidates will be established. Final committee recommendations with a ranking of candidates and the rationale for the rankings will be forwarded to the Provost and Vice President for Academic Affairs and the Faculty Senate for consideration by December 12. The committee will also forward to the Provost and Vice President for Academic Affairs copies of the proposals and recommendations from the chairs and Dean. The committee will forward to each applicant and the appropriate Dean and chair, the committee's recommendation and rationale (the rankings will not be included) by December 12. The Faculty Senate will review the committee's recommendations, including the rationale for its rankings, at its meetings in the first week of January, and may forward any comments which it may have concerning the committee's decision to the Provost and Vice President for Academic Affairs no later than five (5) days after the Senate meeting at which the committee submits its recommendations. The rankings of candidates shall not be included in the minutes of the meeting at which the committee's recommendations are reviewed, but the names of the candidates approved by the Senate for sabbatical leave shall be reported, in alphabetical order, along with a description of their projects and departmental affiliation. The Provost and Vice President for Academic Affairs will forward his/her recommendations to each applicant and the appropriate Dean and chair when the recommendations are sent to the President. Approved sabbaticals for two years out will be contingent on available funding in that budget year.

#### Summary of Sabbatical Application Timeline

	<b>From</b>	<b>To</b>	<b>Date</b>
Application Packet	Candidate	Department Chairperson	Oct. 15
Application Packet Letter of Recommendation	Department Chairperson	Dean of College Chair of Professional Leave Committee	Oct. 30
Letter of Recommendation	Dean of College	Chair of Professional Leave Committee	Nov. 15
Interviews of Candidates	Conducted by Professional Leave Committee		Nov. 16 – Dec. 7
Recommendations and Rankings	Professional Leave Committee	Faculty Senate, Provost and Vice President for Academic Affairs	Dec. 12
Recommendations and Comments	Faculty Senate	Provost	Within 5 days of meeting
Recommendations	Provost	President	
Recommendations	President	Board of Governors	