

# Policy on Leaves

The purpose of sabbatical leaves is professional development and renewal. Full-time tenured faculty members may apply for sabbatical leaves of one semester at full salary or one academic year at half salary. This college policy on sabbatical leaves is consistent with and assumes knowledge of The Faculty Manual of Saint Louis University.

## Application Guidelines

The Faculty Manual requires that a full-time, tenured faculty member desiring a sabbatical leave must submit an application to the College's Rank, Tenure, and Sabbatical Committee through the Chair and Dean at least ten months before the beginning of the semester in which the proposed leave will occur. In the College of Arts & Sciences, applications for the fall and spring terms of the subsequent academic year must be submitted by September 13, because the course schedule is prepared for the full academic year in December, and Chairs must know which faculty members will be on sabbatical leave.

Eligibility for a sabbatical leave follows the guidelines in The Faculty Manual of Saint Louis University. Twelve semesters of full-time service since hiring or since the previous sabbatical leave are required for eligibility. For example, if a sabbatical were taken in the spring of 2012, then the earliest date for the next sabbatical would be fall of 2018. Priority in scheduling approved sabbatical leaves is based on seniority if resources do not permit scheduling all requests in a given year.

The application describing the proposed leave should contain the following:

1. Cover Sheet
  1. Name
  2. Department
  3. Title
  4. Date of initial appointment to full-time faculty
  5. Dates of previous leaves
  6. Period of leave covered by application
  7. Abstract of leave plans (not to exceed 50 words)
2. Leave Plans
  - Submit a detailed statement of leave plans of approximately 500-750 words. Locate the project in the context of your larger research agenda in a concise narrative understandable to an audience that represent a variety of disciplines. Describe fully activities in which you will be engaged: e.g., study, research, travel, writing, or library work. Goals and procedures should be clearly specified. Include when possible the time sequence for completion of individual segments in the plan.

### 3. Leave Affiliations

List foundations, institutions, or other organizations, if any, with whom you will be affiliated during the leave period. Indicate the facilities and personnel of particular relevance to your application.

### 4. Qualifications for Project

- Give background information concerning your previous professional or scholarly work, especially in the area relevant to the application.

### 5. Previous Leaves

- Summarize the outcomes of any previous leave(s) and include a copy of your last leave report or a clear and precise narrative of prior leave accomplishments.

### 6. Bibliography

- List your publications or other scholarly or creative work related to the leave plan.

### 7. Benefits to the University

- Explain the value of the leave activities in terms of benefits to the University following the leave period.

## Application Evaluation

The applicant's Chair must attach a letter to the application addressing the performance and competence of the applicant to undertake the project. The Chair must also explain how the Department will cover the responsibilities of the applicant in the areas of teaching, service, and administration, and whether any additional resources are necessary. If a department chair is applying for sabbatical they should consult with the CAS Dean to find a suitable colleague to write the letter. Chairs should not write their own supporting letters for sabbatical applications.

The Rank, Tenure, and Sabbatical Committee will evaluate all requests for leaves and recommend to the Dean those to be awarded. The Dean then makes sabbatical leave recommendations to the Provost.

Leave applications will be evaluated on the basis of their feasibility, appropriateness, value to the individual and the institution, and with due consideration of the Department's ability to fulfill the faculty member's university obligations.

Upon completion of the leave the faculty member is required to submit a report to the Chair and the Dean within one semester after return to campus. The report will be given to the Rank, Tenure, and Sabbatical Committee when another request for leave is forthcoming. Faculty members who failed to submit a leave report or did not retain a leave report can submit a clear and precise narrative of past sabbatical accomplishments.

## PROFESSIONAL LEAVE

Tenure-track faculty may apply for unpaid professional leave for professional development. (See The Faculty Manual of Saint Louis University.) An unpaid professional

leave will ordinarily be counted toward the eligibility for tenure and for sabbaticals. A faculty member desiring professional leave must submit an application to the Dean through the Chair. The application should follow the same outline as the one for sabbatical leaves.

### Application Evaluation

The applicant's Chair will attach a letter to the application addressing the performance and competence of the applicant to undertake the project. The Chair must also explain how the Department will cover the responsibilities of the applicant in the areas of teaching, service, and administration, and whether any additional resources are necessary.

The Dean and the Provost will evaluate all requests for professional leaves and also determine whether the leave of absence without pay will or will not be counted as a year or part of a year of service.

Leave applications will be evaluated on the basis of their feasibility, appropriateness, value to the individual and the institution, and with due consideration of the Department's ability to fulfill the faculty member's university obligations.

Upon completion of the leave the faculty member is required to submit a report to the Chair and the Dean within one semester after return to campus.

### FAMILY LEAVE

Full-time faculty may apply for an unpaid leave of absence for family matters. (See The Faculty Manual.) Family leave will ordinarily not be counted as a year or part of a year of service for tenure or for sabbaticals. A faculty member desiring family leave must submit an application as outlined below to the Dean through the Department Chair.

1. Cover Sheet
  1. Name
  2. Department
  3. Title
  4. Date of initial appointment to full-time faculty
  5. Dates of previous leaves
  6. Period of leave covered by application
2. Reasons for Requested Leave
  - o The applicant's Chair will attach a letter to the application explaining how the Department will cover the responsibilities of the applicant in the areas of teaching, service, and administration, and whether any additional resources are necessary.

The Dean and the Provost will evaluate all requests for unpaid family leave.

# **Developmental Leave Policy**

## **for Non-Tenure-Track Faculty**

### Purpose:

The purpose of the Developmental Program is for professional development and renewal for full-time, non-tenure-track faculty in the College of Arts and Sciences in accordance with the following guidelines.

### Application Guidelines

Non-tenure-track faculty must have completed six years of full-time, continuous service in the College to be eligible for a developmental leave of one semester at full salary. Applications must be submitted to the Rank and Tenure Committee of the Faculty Council by September 13 (10 months before the proposed leave would occur).

The application for a developmental leave must adhere to the sabbatical leave guidelines presented in the Faculty Manual and in the Arts and Sciences Policy Manual, with the exception that a developmental leave will not be granted for more than one semester per application. It is also anticipated that applications for a developmental leave may focus more on activities that will enhance teaching effectiveness or other areas of general professional development. The procedures for evaluation of applications and the reporting responsibilities of those completing a leave are the same as those spelled out for sabbatical leaves in the Policy Manual.