

SABBATICAL PROCEDURES COLLEGE OF MEDICINE

Sabbaticals are granted to increase an employee's value to the College through opportunities for research. Leaves shall be granted contingent upon the availability of unit funds and replacements for instructional assignment. The College of Medicine (COM) shall make available for each 30 tenured/tenure earning faculty at least one (1) sabbatical, either at full pay for one (1) semester or at three-fourths pay for one (1) academic year contingent on the availability of unit funds. Only full-time tenured employees with at least six (6) years of full-time continuous service with the University/College are eligible.

A. Terms of Sabbatical Program

1. The employee must return to COM for at least one (1) academic year following participation in the program. If the employee fails to return for at least one academic year following participation in the program, salary received during participation in the program must be repaid to COM. A written report on the accomplishments during the sabbatical must be submitted to COM Dean's office 30 days after faculty member returns.
2. Contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical, and contributions to retirement and Social Security programs shall be continued on a basis proportional to the salary received.
3. Eligible employees shall continue to accrue annual and sick leave on a full-time basis.
4. While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than COM. If assistance is received for salary, COM salary may be reduced by the amount so that the total income of the sabbatical period is equal to the employee's current year salary rate.

B. Application

1. Faculty members should provide notification of intent to apply for a sabbatical one year in advance of when the leave will begin to allow for adjustments in course scheduling and assignments. Leaves shall be granted contingent upon replacements for assignments.
2. An application should be submitted at the end of a calendar year to include the following:
 - a. Curriculum vita
 - b. Two-page description of project and expected results with supporting documentation.
 - c. Timetable of activities for sabbatical to occur in the next academic year.
 - d. Expected increase in value as a faculty member to COM for being awarded a sabbatical.
 - e. Locations where the work will be performed.
 - f. Indication of expected resources or supplemental income (employment associated with sabbatical should not exceed 100% of normal compensation, plus additional expenses).
 - g. A statement that the candidate has read and agrees to comply with the conditions of the sabbatical program as described.

3. Applications should be submitted to respective Chair/Director and then to Associate Dean for Faculty and Academic Affairs. If more than one application is received, the President of the Faculty Council will appoint an Ad Hoc Committee that will rank the applications based on merits of the proposal, the benefits of the proposal to the employee and COM. The ranked applications will be submitted to the Dean for decision.