POLICY ON SABBATICAL LEAVES

I. DESCRIPTION OF THE PROGRAM

A sabbatical provides full-time members of the teaching faculty the opportunity to pursue research and study programs that contribute to their development in scholarship and teaching beyond what can be accomplished during the summer or during the academic year. In special circumstances, service activities may also form a part of sabbatical plans. The Committee on Professional Development, which reviews and recommends sabbatical proposals to the Vice president for academic affairs and dean of the college and the president, encourages all eligible tenured faculty to consider applying for a sabbatical and supports a broad definition of sabbatical-worthy activity.

Sabbaticals are either for one semester or for the entire academic year.

A faculty member awarded a sabbatical will not be expected to meet teaching or other college obligations during the period of the sabbatical.

Inquiries concerning the sabbatical program, including questions about the nature and length of the written proposal, should be directed to the chair of the Committee on Professional Development or to the Vice president for academic affairs and dean of the college.

II. NUMBER OF AWARDS

There is no quota of sabbaticals to be awarded for any academic year.

III. FINANCIAL CONSIDERATIONS

The college will pay full salary of a faculty member on sabbatical leave for one semester. For a faculty member on sabbatical for the entire year, the college will pay two-thirds of the faculty member's annual salary for the year of the sabbatical.

Applicants for sabbaticals must make every effort to secure grants or fellowships from sources outside the college. Should the applicant be successful in securing assistance from such sources, the salary paid by the college may be decreased to an amount which, with outside funds, does not exceed the faculty member's full-time salary as projected for the semester or year of the sabbatical. The costs inherent in the sabbatical project will be a relevant factor in the adjustment.

The faculty member may not accept employment during the period of the sabbatical unless such employment plays a significant role in the sabbatical project. If employment is contemplated, a letter describing the nature of the employment and its significance for the sabbatical project should be submitted to the Committee on Professional Development as part of the application for a sabbatical. In addition, a letter detailing the remuneration for such employment should be sent to the president, with a copy to the dean, at the time of application for the sabbatical. In such cases, the salary paid by the college may be decreased to an amount which, with remuneration for employment, does not exceed the faculty member's full-time salary as projected for the semester or year of the sabbatical.

\[1\] Leaves of absence are to be distinguished from sabbaticals. Inquiries concerning leaves of absence are to be directed to the dean of the college.
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Faculty members on sabbatical are eligible for college travel funds and professional development funds.

When a faculty member is on sabbatical, Social Security (FICA) is paid by both the college and the individual on the basis of two-thirds of the annual salary. Contributions to the faculty member's retirement plan will be made by the college and the faculty member on the basis of the sabbatical salary unless the faculty member elects to contribute to the retirement plan on the basis of the full salary, in which case the college's contribution to the retirement plan will be made on the basis of the full salary. All faculty members planning for sabbaticals should visit the Office of Human Resources/Payroll prior to going on sabbatical to ensure the appropriate information is on file to meet their individual needs. Medical benefits continue as though the faculty member were regularly employed. There is no change in life insurance or disability coverage when a faculty member is on sabbatical.

IV. PLANNING AND ELIGIBILITY

A tenured member of the faculty is eligible to apply for a sabbatical leave for the seventh year following six years of continuous full-time teaching at Agnes Scott. In extraordinary circumstances, an untenured member of the faculty may apply during the same year as the tenure review, for a sabbatical. In such cases, a necessary condition for the granting of the sabbatical is a positive tenure decision. Two years of full-time teaching at another college or university may be counted toward the eligibility of new members of the faculty so long as there was no break between the faculty member's former position and the appointment to a full-time position at Agnes Scott. The taking of a paid leave for untenured teaching faculty will not be considered as an interruption to one's six years of continuous full-time teaching.

When a newly tenured faculty member cannot apply for sabbatical leave the year immediately after a favorable tenure decision, but has completed six years of continuous full-time teaching at Agnes Scott at the time of tenure and is granted a sabbatical leave at a later time, then the faculty member may apply for a second sabbatical leave after five years of continuous full-time teaching at Agnes Scott following the first sabbatical leave.

Under certain circumstances, subsequent paid leaves may be granted following four years of continuous full-time teaching at Agnes Scott. Such circumstances will usually pertain either to an extraordinary professional opportunity or to unusual departmental considerations.

It is required that the faculty member return to full-time service at Agnes Scott College for at least one year following a sabbatical or the faculty member must reimburse the college for costs incurred in support of the sabbatical.

Eligibility alone does not entitle a faculty member to a sabbatical.

V. APPLICATION PROCEDURE
Under normal conditions, applications for sabbaticals should be submitted by September 30 of the academic year preceding the projected sabbatical period. The applicant should submit two complete copies of the proposal including an updated curriculum vitae, one copy to the chair of the Committee on Professional Development and one copy to the Vice president for academic affairs and dean of the college.

The Committee on Professional Development evaluates the proposals on their merits and makes recommendations to the dean and the president. The committee will rank the proposals according to funding priority. A file containing successful sabbatical proposals including final reports from past years is available for review in the office of faculty services, 100 Buttrick Hall, and applicants may confer with the committee chair or with the Vice president for academic affairs and dean of the college at any time during the application process. Proposals should be complete and should fully address the required features specified below. The committee reserves the right to request additional explanation or materials when a proposal is deemed incomplete.

1. A statement of the period of the sabbatical.

2. A full description of the specific program of research or study, including goals, methods, details of how the program will be carried out, and relevance of the project to the applicant’s professional development and to the college.

3. A statement of preparation for the sabbatical project and prior work in the project area or an explanation of a new direction in the applicant’s professional development.

4. A statement of how prior leaves or sabbaticals have benefited the individual and the college.

5. A statement describing any special space or technological requests. Requests will be reviewed by the Vice president for academic affairs and dean of the college if the board of trustees grants the sabbatical.

6. An updated curriculum vitae.

In addition to the materials submitted to the chair of the Committee on Professional Development and the Vice president for academic affairs and the dean of the college, each applicant should have the chair of the department write a letter to the dean in which the chair discusses the effects of the applicant's sabbatical on the curriculum of the department and proposes arrangements to be made for staffing the department should the sabbatical be awarded. Applicants may also ask scholars within their disciplines to submit to the Committee on Professional Development letters dealing specifically with the proposed research.

In addition to the materials submitted to the chair of the Committee on Professional Development and the Vice president for academic affairs and dean of the college, each applicant should have the chair of the department write a letter to the dean in which the chair discusses the effect of the applicant's sabbatical on the curriculum of the department and proposes arrangements to be made for staffing the department should the sabbatical be awarded.

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2 Sabbatical proposals for the academic year 2008-09 should be submitted by September 29, 2006.
The Committee on Professional Development will inform applicants of the recommendations forwarded to the president. Applicants will usually be notified of the president’s recommendation to the board of trustees during the fall of the academic year preceding the year of the sabbatical.

Should circumstances force a substantive change in either the time period or the description of the sabbatical project, the faculty member should immediately notify the chair of the Committee on Professional Development and consult with him/her concerning alternative courses of action. A copy of this notification should be sent to the dean. If the changes are of sufficient magnitude, the Committee on Professional Development and/or the dean and the president may alter the sabbatical recommendation.

VI. EVALUATION AND NOTIFICATION

Applicants will first be evaluated by the Committee on Professional Development and then by the dean and the president.

In its evaluation, the Committee on Professional Development will be concerned with (1) the applicant's preparation for continuing work or exploring a new direction in the proposed project area, (2) the applicant's overall record of professional activity, (3) the benefits of the applicant’s specific program of research and/or study for teaching and scholarly development, (4) the benefits the sabbatical will have for the department and the college, (5) the indications of successful use of previous sabbaticals, including reasonable fulfillment of stated goals.

After an initial evaluation of the proposal, the committee may meet with the applicant to discuss the nature and merits of the proposal. Should the applicant wish, the proposal may be resubmitted, in revised form, for further evaluation.

After completing its final evaluation of the proposal, the committee will advise the applicant by letter of its evaluation and its decision to recommend the applicant for a sabbatical.

The committee will send the final application, with the supporting material, to the dean and the president. In addition, the committee will send all of its evaluations and a ranking of all applicants to the dean and the president.

The dean and the president will assess the applications, and the candidates will be notified of the president's decision. It is understood that, in judging applications, the dean and the president will consider the evaluations and rankings submitted by the Committee on Professional Development and other factors such as the effect of the applicant's sabbatical upon the continuity of the academic program within the applicant's department, the need for a sabbatical within the context of the applicant's service to the college, and the budgetary considerations relating to the number of sabbatical awards for a given year.

Sabbaticals are awarded by the board of trustees upon the recommendation of the president.

VII. REPORTING REQUIREMENT

A report that describes in detail the work of the sabbatical and the accomplishment of the specific goals stated in the sabbatical proposal is due the fifth week of the semester following the sabbatical.
Also due with this report is a one-page executive summary of the sabbatical report that will be published for the faculty and given to the board of trustees.

The report should be sent to the Vice president for academic affairs and dean of the college. It will become part of the faculty member's permanent file in the office of the Vice president for academic affairs and dean of the college and will be considered in subsequent decisions concerning such matters as promotions, tenure, and salary.

A copy of the report should be sent to the chair of the Committee on Professional Development. The report will be considered by the committee when subsequent requests for grants, fellowships, and sabbaticals are received from the faculty member.

Adopted by the faculty March 2, 1984.
Section III adopted by the board of trustees April 19, 1984.
Sections III and IV amended by the board of trustees January 27, 1990.
Revised August 1991; May 1, 1992; April 2, 1993; April 8, 1994