

## **Drake University Sabbatical Leave Policy**

### **4.34 SABBATICAL LEAVE**

#### **4.341 Standard Sabbatical Leave**

##### **4.3411 General Statement**

In any seven-year period, eligible faculty members may take two semesters of sabbatical leave. If the dean and the provost agree, the two semesters of leave may be taken in non-consecutive semesters. If the leave involves non-consecutive semesters, separate proposals may be required.

##### **4.3412 Eligibility**

- a. Six years of continuous full-time service at Drake University, including official leaves granted by the University, is required prior to the initial sabbatical leave. Time served as full-time instructor or full-time administrator is counted in determining time of eligibility
- b. A faculty member must hold a nine or twelve-month full-time appointment, hold the academic rank of Instructor, Assistant Professor, Associate Professor, or Professor; and be tenured or meet criteria established by the faculty of the academic unit for eligibility to apply for sabbatical leave.
- c. An administrator must hold faculty rank and be head of a major administrative division on a twelve-month full-time contract.
- d. The applicant must meet the requirement that only two semesters of leave may be taken in any seven-year period.

#### **4.342 Pre-tenure Sabbatical**

##### **4.3421 General Statement**

After three years of full-time service at the University, members of the tenure-track faculty who have successfully completed a three-year, pre-tenure review may apply for a one (1) semester (one-half year) "pre-tenure sabbatical" at 70 percent salary. Then after seven (7) years of full-time service and upon completion of a successful tenure review, faculty who have taken the first half of a split sabbatical become eligible (and are expected) to apply for the second half of the split sabbatical.

*Approved by the Faculty Senate, January 29, 2003*

##### **4.3422 Eligibility and Notification**

- a. Upon successful completion of the third year review, the Dean informs the faculty member that he or she may apply for a pre-tenure sabbatical. If the faculty member decides to pursue this option, he or she is strongly encouraged to apply for the split sabbatical to be taken during the spring semester of the fourth year or the fall semester of the fifth year of employment.

- b. A pre-tenure sabbatical cannot be combined with other leaves, except with the approval of the Dean and Provost.
- c. The application should follow the procedures in Section 4.343 below and those established within each college or school.

#### **4.343 Sabbatical Procedures**

##### **4.3431 Sabbatical Application and Selection Procedures**

- a. Persons eligible according to requirements in Section 4.3412 for a Standard Sabbatical must make application for sabbatical leave no later than November 1 of the year prior to the fiscal year in which the leave is to be taken.
- b. Persons eligible according to requirements in Section 4.3422 for a Split Sabbatical must make application for the first portion of the split sabbatical by September 1 of the fourth year. Application for the second half of the Split Sabbatical leave must be made no later than November 1 of the year prior to the fiscal year in which the leave is to be taken.
- c. Applications for sabbatical leave shall contain a complete description of the kind of study, research, or travel that will be conducted during the leave and a statement of the potential benefit to the University and to the staff member.
- d. Applications for sabbatical leave must be submitted to the appropriate Dean or administrative supervisor who will make a recommendation based on the applicant's eligibility, the probable advantage or disadvantage to the continuing University program that would result from approval of each individual grant, and what provisions need to be made for carrying the grantee's normal work load.
- e. Applications submitted to Deans or administrative supervisors will then be forwarded with recommendation to the Provost who will recommend priorities to the President for the applications submitted up to the limit of available funds. Other things being equal, persons with the longest service since the granting of the last sabbatical leave will be given priority in making the selections for any given year subject to eligibility defined above.
- f. Final approval will be by the Board of Trustees upon the recommendation of the President of the University.

##### **4.3432 Compensation**

Sabbatical compensation is calculated on the principle that while on sabbatical a faculty member receives 70% of the base salary they otherwise would have received.

- a. Faculty on nine-month appointments (1) for a full academic-year sabbatical leave, receive 70% of regular annual salary; (2) for one-semester sabbatical, receive 85% of regular annual salary; or (3) for a calendar-year sabbatical in which one semester of leave occurs in each of two consecutive academic years, receive 85% of the regular annual salary each of the years.
- b. Faculty on twelve-month appointments (1) for an academic-year sabbatical leave, receive 70% of their 9 month salary plus their full summer salary; or (2) for one-semester sabbatical, receive 85% of their academic year salary plus their full summer salary.

#### **4.3433 Return to Service**

- a. Each recipient of a sabbatical leave agrees to return for at least one year of full-time service at the University upon completion of the leave, barring physical or mental disability. Individuals who meet requirements for the senior faculty Status Program may return for two years teaching a two-thirds schedule.
- b. A recipient who fails to keep the above agreement shall return to the University the amount collected during the sabbatical leave unless specifically released from this obligation by action of the Board of Trustees.

#### **4.3434 Employment Status**

- a. Faculty and administrators while on sabbatical leave will not be permitted to accept employment for remuneration except for unusual circumstances and then only with the written consent of the President of the University.
- b. The acceptance of research grants, scholarships, or fellowships for further study or travel should not jeopardize a person's eligibility for a sabbatical leave and should be encouraged and approved.
- c. An award to a recipient of a sabbatical leave from another source shall not reduce the compensation if, in the judgment of the Council of Deans, the conditions of the other award violate neither the letter nor the spirit of the sabbatical leave program.

#### **4.3435 Salary and Retirement Protection**

- a. While on sabbatical leave, recipients will receive the same consideration for salary increases that are accorded persons not on leave.
- b. Both the University and the recipient will continue full payment for retirement, health insurance, and other employee benefits on the basis of the regular salary of the employee.

#### **4.3436 Completion of Sabbatical Leave**

Upon completion of the sabbatical leave, recipients must submit a report to their dean summarizing activities and accomplishments during the leave.

#### **4.344 Fulbright Sabbatical**

##### **4.3441 General Statement**

A faculty member who is the recipient of a Fulbright Scholarship may be eligible for a Fulbright Sabbatical. Recipients of similar competitive scholarships may also apply for this program with the Sabbatical to be appropriately named.

##### **4.3442 Eligibility**

- a. A faculty member who is not eligible for University Sabbatical, or is eligible for a sabbatical shorter than the time to be covered by the Fulbright Scholarship, may request the Fulbright Sabbatical.
- b. If the individual is not eligible for a University Sabbatical, a Fulbright Sabbatical may extend the full length of the Fulbright Scholarship.
- c. If the individual is eligible for one semester of University Sabbatical Leave, a Fulbright Sabbatical may cover a second semester.
- d. Taking a Fulbright Sabbatical does not affect the standard sabbatical cycle.

#### **4.3443 Benefits**

- a. Faculty on a Fulbright Sabbatical will remain on paid status at 10% of their base pay rate.
- b. The 10% salary will be used to pay the individual's retirement plan contributions, and as available, to cover other benefit costs such as medical and dental coverage. If available funds are not sufficient to cover all benefit contributions, then the faculty member will remit payment to Drake University to cover additional benefits on a monthly post-tax basis.
- c. During the Fulbright Sabbatical Drake provided medical and dental contributions will continue at the same rates in effect immediately preceding the commencement of the Fulbright sabbatical.

#### **4.3444 Procedures**

- a. A faculty member must notify the dean of their academic unit at the time of application for a Fulbright Scholarship,
- b. Upon receiving notice that a Fulbright Scholarship has been granted, the faculty recipient should contact his or her dean to initiate approval of a leave.
- c. If eligible, the faculty member should apply for a University Sabbatical leave. This must be approved by standard university procedures.
- d. If the faculty member is eligible for a Fulbright Sabbatical, application may be submitted for any portion of the Fulbright Sabbatical leave that is not covered by available University Sabbatical Leave.
- e. The Fulbright Sabbatical must be approved by the dean of the academic unit and by the Provost.
- f. The Fulbright Sabbatical recipient should contact the benefits manager in Drake's Office of Human Resources as soon as possible to ensure appropriate planning for the sabbatical leave.

*Section 4.3418 approved by the Faculty Senate in May 2002.*

*Section 4.3415 amended by the Board of Trustees, April 24, 2009.*

*Section 4.344 approved by the Faculty Senate September 2011*