

**SABBATICAL LEAVE
POLICY**
*(Approved by vote of the Faculty, March 25,
1994)*

College Timetable for Sabbatical Requests and

Decisions* September 29, 2014

Faculty member applies for a sabbatical leave by sending to the Department Chair/Director the following information: (a) Statement containing plans for the use of the leave period and specific term to take the sabbatical, (b) Current Curriculum Vitae, and (c) Copy of the report submitted for the most recent sabbatical.

October 29, 2014

Tenured members of the Department vote on the sabbatical proposal by secret ballot; Department Chair/Director provides a written recommendation to the Dean, including the vote [if favorable] and all supporting documents.

November 14, 2014

Dean informs applicant in writing of his recommendation to the Provost.

December 1, 2014

Any applicant rejected by the Department or Dean may file an appeal with the Provost.

September 28, 2015

Faculty member sends copy of 2014 sabbatical report to the Dean.

**This calendar and these procedures take precedence over the University policy adopted February 25, 1998, (Appendix III of the Blue Book) and apply to faculty on the Brown Book.*

College Policy in Recommending Sabbatical Leaves

1. In justifying a sabbatical request to the Dean, departments should take into account all of the purposes for which sabbatical leaves are instituted. Legitimate criteria for weighing sabbatical leave requests include seniority, past service, length between past leaves, possibilities for future contributions, past publication, and scholarly promises.
2. In acting on sabbatical leave requests, individual departments are justified in considering the constraints of their size, composition, and activities. Departments may discourage leaves of such frequency if the applicant is not in residence for long enough periods to resume regular and normal responsibilities in the Department and College. Departments may not approve sabbaticals conditional upon additional academic resources being granted for the period of the leave.
3. The departmental guidelines listed above are also appropriate guidelines for the Dean in making his recommendations to the Provost. The Dean may also take into account the overall needs of the College and issues of equity among the departments in weighing sabbatical requests. Except under extraordinary circumstances, the Dean will recommend a sabbatical only if the faculty member will have been in residence at TU for three consecutive years prior to the sabbatical request.