

National-Louis University Sabbatical Policy and Procedures

FP: 107 (72295)

Recommended:	Academic Policy Advisory Committee	Date: March 15, 1989
Recommended:	Faculty Senate	Date: April 5, 1989
Approved:	President's Cabinet	Date: May 24, 1989
Revised:	Sabbatical Committee	Date: March 7, 1995
Approved:	Faculty Senate	Date: May 17, 1995
Approved:	Senior Cabinet	Date: May 23, 1995
Approved:	Board of Trustees	Date: July 22, 1995
Revised:	Office of the Provost	Date: August 13 2003
Approved:	Faculty Senate	Date: Sept 17, 2003
Revised:	Sabbatical Committee	Date: April 28, 2004
Approved:	Faculty Senate	Date: Sept 15, 2004
Approved:	Board of Trustees	Date: Oct 27, 2004

EFFECTIVE DATE: October 28, 2004

Purpose

National-Louis University supports and encourages faculty sabbatical leaves. Faculty sabbatical leaves are limited and competitive. Faculty sabbaticals are paid leaves of absence granted for the purpose of taking time to engage in activities that will enhance professional growth and the effectiveness of the recipients as members of the faculty of National-Louis University. After the Sabbatical Committee submits a rank ordered list of eligible applicants to the Chief Academic Officer, sabbatical leaves are then awarded based on the approval of the Chief Academic Officer, the President, and the final approval of the Board of Trustees.

Eligibility

All full-time tenured faculty and full-time university library faculty who will have completed at least six years of full-time employment at National-Louis University are eligible to apply for sabbatical leave. An application for a sabbatical leave may be submitted no earlier than every sixth year for a sabbatical to be taken during all or a portion of the following year. Initial sabbatical leave applications may be submitted no earlier than September 1 of a faculty member's sixth year, with final approval for the sabbatical leave contingent upon receipt of tenure (except for library faculty). Full-time non-tenure track faculty in the College of Arts and Sciences, National College of Education, and the College of Management and Business who have transferred to a tenure-track position may count years served in the non-tenure track position towards the six years.

Faculty in a non-tenure track position who meet the time requirements may apply to the Provost for an exception. The rationale for the exception should be based on the same standards as those for tenure. Application for an exception must be made prior to June 1 for a proposal to be submitted the following September. Exceptions require approval by the Chief Academic Officer and the President of the University and will be made only when they determine that the exception is in the best interests of the University.

Subsequent sabbatical leave eligibility is calculated in increments of at least six years of service accrued from the term of return to full-time faculty status following the completion of the previous sabbatical leave. The application may be submitted no earlier than September 1 of the sixth year of service following the previous year of sabbatical leave for a sabbatical leave during all or part of the following year. Leaves of absence will be excluded in determining years of service counted towards eligibility for sabbatical leave(s).

Faculty members on sabbatical leave shall be given the same consideration as to time accrued toward rank, promotion, salary, and retention, as if the leave had not been taken, unless the faculty member and the University waive in writing this provision at the time the sabbatical is granted.

An eligible tenured faculty member who submits a proposal but is not granted a leave or does not take the sabbatical leave retains eligibility to apply in a subsequent academic year.

Sabbatical Leave Options

Any sabbatical leave must be taken in a single academic year, and applicants must select only one of the following three options:

1. One academic quarter (or the appropriate equivalent - to be determined by the Chief Academic Officer) at full annual contract salary.
2. Two academic quarters (or the appropriate equivalent) at three-fourths annual contract salary.
3. Three academic quarters (or the appropriate equivalent) at one-half annual contract salary.

Determination of the budget for sabbaticals will include consideration of issues such as numbers of projected eligible faculty in a given year and estimated replacement costs.

Compensation, Benefits and Conditions

Full fringe benefit coverage will be provided for faculty members on sabbatical leave based on the salary rate that the individual would have received while on full-time faculty contract. In keeping with the purpose and spirit of a sabbatical leave, the applicants are expected to inform National-Louis University of any other salaries, grants, fellowships, or other financial support expected or received during the sabbatical period derived as a result of the sabbatical leave. Any individual who is granted a sabbatical may receive additional remuneration from National-Louis University during the term of the sabbatical leave only upon approval by the Chief Academic Officer.

Sabbatical leaves are granted on the condition that the recipient sign an agreement to return to the University for any remaining quarters within the same academic year and one full academic year thereafter. If the recipient fails to return to the University to meet this condition, the salary

paid by the University for the period of the leave must be reimbursed on a quarterly basis over a period of time not to exceed two calendar years from the beginning of the term the recipient is scheduled to return. Upon recommendation of the Chief Academic Officer, the President may waive the reimbursement requirement, extend the period for reimbursement, or by mutual agreement with the faculty member, permit an exception to the requirement that the faculty member return immediately to the University after the end of the sabbatical leave. If the University does not offer a full-time contract to the recipient for the following academic year, the faculty member shall not be required to reimburse the University for salary paid during the sabbatical period. The granting of a sabbatical can be revoked when a faculty member is unable to fulfill the conditions of a sabbatical.

Application Procedures

Applicants must submit the completed application form with no more than a 2-4 page narrative proposal and a curriculum vita by September 1. The narrative proposal must describe plans for the sabbatical and its value to the individual's professional growth, to NLU, and to the profession. The curriculum vita should detail the applicant's prior service to the University and to the profession. Applicants should submit only one proposal; multiple proposals will not be reviewed.

Sabbatical awards are competitive. Therefore, the Sabbatical Committee needs complete files in order to fully apply the evaluation criteria. It is the applicant's responsibility to ensure that all parts of the application are submitted and that they are submitted by the deadline.

The applicant will inform the Department Chair (or equivalent) and Dean of the intent to apply for sabbatical and confirm this notification on the application form. In September, the Office of Academic Affairs will provide the Deans a list of the applicants and the length of leave requested.

Sabbatical Committee Composition

The membership of the committee shall consist of two (2) faculty members from each college and one (1) faculty member from the University Library. Committee members shall serve a three-year term beginning in June. Terms of committee members shall be staggered so that at least two members of the committee end their terms each year. The Chief Academic Officer shall also serve as an ex-officio member of the committee. In the event that a committee member is an applicant for a sabbatical, that member shall request that an alternate be elected to fill the committee seat during the application year and during the term of the sabbatical leave, if awarded.

Sabbatical Committee Procedures

The Sabbatical Committee shall prepare application information and announce the deadline dates for sabbatical applications to all full-time faculty by May 1. The closing date for applications

shall be September 1. The committee shall forward its ranked recommendations to the Chief Academic Officer by November 1 of the same academic year. Proposals not recommended shall be accompanied by a brief rationale related to the ranking criteria noted below. Sabbaticals awarded are announced by the Chief Academic Officer immediately upon approval by the Board of Trustees.

The meetings of the Sabbatical Committee will be closed meetings, and details regarding committee deliberations and specific proposals will remain confidential. All eligible faculty proposals submitted will be reviewed. The committee chairperson will keep a central file of committee decisions and will submit a summary report of those decisions to the Faculty Senate. The Sabbatical Committee shall leave a record of its procedures in the general file of minutes of the Faculty Senate at the end of each year.

Written reports will be submitted by the previous year's sabbatical recipients to the Chair of the Sabbatical Committee in care of the Office of Academic Affairs no later than the end of the term following their return from the sabbatical leave. This open file will be retained in the Office of Academic Affairs for one year, then stored in the University Library Archives. In the interest of collegiality, the expectation of the Sabbatical Committee is that the sabbatical recipients will share the results of their efforts throughout the faculty community during the year following their leave.

The committee is dedicated to a consensus decision-making process and will evaluate only those applications that meet the stated application and proposal guidelines. Each proposal will then be ranked on the basis of the quality of the proposal (i.e., sufficient information, clarity of written presentation, completeness), the potential for professional growth, and the following:

- ◇ Demonstrated relevance of the proposal to the NLU Mission Statement;
- ◇ Demonstrated service to NLU as documented by the applicant;
- ◇ Demonstrated service to the profession as evidenced in research, publications, and/or professional organization activities;
- ◇ Demonstrated relevance of the proposal to the applicant's field of study, departmental or unit goals, and/or higher levels of expertise.

Sufficient evidence must be presented to the committee to indicate meeting each of the above criteria.

Sabbatical Current Operating Procedures

1. Academic Affairs (Office of the Provost) generates list of faculty eligible for sabbatical and determines resources available with the Finance Office by April 1.
2. List sent to Deans for approval and corrections. Academic Affairs, on behalf of the Sabbatical Committee, informs faculty member of eligibility by May 1.
3. Sabbatical application is sent to Academic Affairs by September 1.

4. Academic Affairs acknowledges receipt of material to faculty member and Deans.
5. Academic Affairs forwards the applications to the Sabbatical Committee chair by September 10.
6. Academic Affairs reviews roles and responsibilities with Committee members.
7. Sabbatical Committee submits ranked list to Chief Academic Officer of the University, not later than November 1.
8. Chief Academic Officer of the University, after consultation with Deans, makes his/her recommendations to the President. These recommendations will be based on the Sabbatical Committee's ranked list of eligible proposals and other factors, such as budget and impact on departments and programs.
9. President makes recommendations to the Board of Trustees at earliest possible date. (If possible, recommendations will be reviewed at the regularly scheduled January BOT meeting.)
10. President's Office notifies Sabbatical Committee, Deans, Academic Affairs, and Human Resources of BOT decision.
11. Letter is sent from Academic Affairs to faculty notifying them of decision. Should the request be denied, the letter should include the reason for that denial.
12. A copy of the letter is sent to Human Resources and Deans.
13. Following the President's notification, the Sabbatical Committee sends a letter to recipients requesting that they submit a written report to the Sabbatical Committee following their sabbatical in accordance with committee policy.