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 Faculty Development & Welfare Committee (FDWC) submits their recommendations in the form of a rank ordered list of qualified 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 Library & Learning Support 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 later than September 15 of a faculty member's sixth year, with final approval for the sabbatical leave contingent upon receipt of tenure (except for Library & Learning Support faculty). Full-time non-tenure track faculty in the College of Professional Studies and Advancement and National College of Education, 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 Chief Academic Officer for an exception. The rationale for the exception should be submitted in the form of a letter emailed to sabbatical@nl.edu outlining the sabbatical proposal and how it will
benefit the university and the profession. 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 following the completion of the previous sabbatical leave. The application may be submitted no later than September 15 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. Notification of such funding must be provided to the University before the sabbatical leave is granted or within a week (7 days) of the award notification, if not known before sabbatical approval. 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 terminates the employment of the sabbatical recipient before the returning residency requirement may be met, 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 signed by the Dean with no more than a 2-4 page narrative proposal and a curriculum vita by September 15 to sabbatical@nl.edu. 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 Faculty Development & Welfare Committee needs complete files in order to fully apply the evaluation criteria. It is the applicant’s responsibility to ensure that all application materials are included, the application is signed by the Dean, and that they are submitted by the deadline to sabbatical@nl.edu.

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 the Provost will provide the Deans a list of the applicants and the length of leave requested.

Faculty Development & Welfare Committee Composition

Faculty Development & Welfare Committee is charged by Faculty Senate with the Sabbatical responsibilities including: reviewing sabbatical applications, making recommendations for sabbatical leaves to the Provost and providing reports of meetings and actions to the Senate.

The membership of FDWC consists of three (3) full-time faculty members from each college, one (1) full-time faculty member elected from Library & Learning Support, (1) one part-time faculty member appointed by the Adjunct Council. Terms of office for each member will be three years, with terms staggered so that no more than three member’s terms shall expire each year. The President, Provost, and the Chair of the Senate or their respective designated representatives shall be non-voting ex-officio members of the committee. In the event that a committee member is an applicant for a sabbatical, that member shall request that a replacement be elected to fill the
committee seat during the application year and for the remainder of the elected term to the committee.

**Faculty Development & Welfare Committee Procedures**

The Office of the Provost in collaboration with FDWC 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 15. The Committee shall forward its ranked recommendations to the Chief Academic Officer by November 30 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.

FDWC meetings addressing sabbatical applications will be closed meetings, and details regarding committee deliberations and specific proposals will remain confidential. All eligible faculty proposals submitted will be reviewed. The FDWC Chair will keep a central file of committee decisions and will submit a summary report of those decisions to the Faculty Senate. The Faculty Development & Welfare 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 FDWC in care of the Office of the Provost by September 1 to sabbatical@nl.edu. The Office of the Provost will provide digital access to the written reports for up to 5 years. In the interest of collegiality, the expectation of the Faculty Development & Welfare Committee is that the sabbatical recipients will share the results of their efforts throughout the faculty community during the year following their leave. FDWC will work with the Office of the Provost to ensure there are opportunities for doing so.

FDWC 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:

◊ Quality of the proposal on its clarity as a plan (purpose, objectives, activities)
◊ Growth Potential (professional and personal growth)
◊ Quality and relevance of proposal to NLU mission
◊ Demonstrated commitment of applicant to NLU (service to the institution)
◊ Demonstrated commitment to profession (professional service and activity)
◊ Demonstrated commitment to teaching (years of teaching since last sabbatical)

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

**Sabbatical Current Operating Procedures**
1. The Office of the Provost generates list of faculty eligible for sabbatical and sends the list to the Deans for review and corrections by May 1.

2. The Office of the Provost, on behalf of the Faculty Development & Welfare Committee, informs the faculty community of Sabbatical application procedures and deadlines for the upcoming academic year.

3. Sabbatical application materials are submitted by the faculty member to the Office of the Provost by September 15 to sabbatical@nl.edu.

4. The Office of the Provost acknowledges receipt of material to faculty member and Deans.

5. The Office of the Provost forwards the applications to the Faculty Development & Welfare Committee chair and Deans by September 30. The Deans begin preparing the impact report.

6. The Chief Academic Officer reviews roles, responsibilities and the timeline with Committee members in September.

7. The Faculty Development & Welfare Committee submits their recommendations in the format of a ranked list to the Chief Academic Officer of the University, not later than November 30.

8. The Deans submit a resource impact report to the Provost not later than November 30.

9. The Chief Academic Officer, after consultation with Deans, makes his/her recommendations to the President. These recommendations will be based on the Faculty Development & Welfare Committee’s ranked list of eligible proposals and other factors, such as budget, impact on departments and programs, and relevance to the mission and strategic plan of the institution.

10. The Chief Academic Officer, with approval from the President, makes sabbatical recommendations to the Academic Affairs Committee of the Board of Trustees, who then recommend a slate of sabbatical awards to the full Board of Trustees at the March meeting.

11. The President’s Office notifies the Faculty Development & Welfare Committee, Deans, Office of the Provost, and Human Resources of the Board of Trustees decision.

12. A letter is sent from the Office of the Provost to faculty notifying them of decision. Should the request be denied, the letter should include the reason for that denial.

13. Sabbatical recipients must return the Verification of Intent form back to the Office of the Provost within 5 business days of notification.

14. A copy of the letter and Verification of Intent are sent to Human Resources and Deans.

15. By June 30, the Office of the Provost in collaboration with the Faculty Development & Welfare Committee follows up with recipients requesting a detailed written report be submitted
following their sabbatical leave in accordance with policy. Written reports must be submitted to sabbatical@nl.edu by September 1.