

Missouri Western State University

Policy Name: Faculty Sabbatical Leave	Date Effective: July 1, 2024
Policy Category: Academic	Date Last Revised: February 1, 2024
Approving Authority: Academic Affairs	Date Last Reviewed: February 1, 2024
Responsible Office: Academic Affairs	Recommended Review Cycle: 5 years

I. Purpose

This Policy defines the policies and procedures for applying for sabbatical leave.

II. Applicability

This Policy applies to tenure track/tenured faculty applying for sabbatical leave.

III. Definitions

The purpose of sabbatical leave is for the professional development of the employee and for increased effectiveness of the individual to the institution and higher education.

IV. Policy

Sabbatical leave is open to any full-time tenure track/tenured faculty who: (a) will have served six years at Missouri Western State University in a tenure track/tenured position; (b) has submitted detailed plans for the period of sabbatical leave in advance for the approval of appropriate authorities; (c) has satisfactory record of performance. For faculty who apply for tenure and sabbatical during the same year, any sabbatical leave awarded will be contingent upon receiving tenure. Application is made in the fall semester for one of the two following academic years.

Leaves should seldom be for more than one academic year plus contiguous summers. Normally, faculty who receive sabbatical leave should serve at least five years full-time before their next sabbatical. However, faculty with special circumstances may be considered. A faculty member may have the option of one academic year at one-half salary or one-half of an academic year at 100% salary. Sick leave does not accumulate. If funds are available, grants for support during the summer months will be offered. Time spent on sabbatical will be counted towards tenure, promotion, and faculty awards. Leaves for a period of one year will not interfere with scheduled salary increases. Group insurance will be continued by the University.

The individual is obliged to return to teaching or administrating at MWSU for at least two years

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or remit all salary and fringe benefits received while on leave. Additionally, during the first semester upon their return, the awardee is obligated to fulfill post sabbatical requirements as determined by the Faculty Senate Fringe Benefits Committee. The Fringe Benefits Chairperson will email all faculty at the start of each academic year to remind them of application procedures and deadlines.

IV. Procedures/Policy Details

A faculty applicant for sabbatical leave must submit one copy of the leave proposal to the department Chairperson by October 15. The Chairperson will submit the proposal and the chair's recommendation to the appropriate Dean and the chair of the Fringe Benefits Committee by October 30. The Dean will submit their recommendation to the chairperson of the Fringe Benefits Committee by November 15.

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In considering proposals for sabbatical leave, the Fringe Benefits Committee requires the candidate to provide the following specific items: (a) name, education status, and present academic rank; (b) eligibility (years in service at MWSU); (c) type of leave being requested, specifying academic year and semester(s); (d) outline of proposed course of study or professional activity to be undertaken during leave; (e) certification of acceptance in above program (recommendation is contingent on acceptance or validity of program); (f) major goal to be achieved as a result of leave; (g) justification for leave; (h) benefit to be accrued to the department and/or institution; (i) departmental arrangements to cover leave; (j) a brief resume/vita which shows evidence of the candidate's professional development and overall performance at MWSU; (k) other pertinent information an applicant may wish to submit, for example, student evaluations, testimonials, previous academic record, and others. In addition, any faculty member who was granted a sabbatical prior to the current application should provide a copy of the leave report from any previous sabbatical. The proposal will provide sufficient detail concerning the product and process of the proposed leave and will be limited to fifteen (15) pages, excluding the candidate's resume/vita and any previous leave reports.

All candidates for leave will be interviewed by the Fringe Benefits Committee. The committee Chairperson will make the necessary arrangements to schedule the candidate interviews.

The Fringe Benefits Committee will base its decision to recommend or not recommend the request on the following criteria: (a) merit of the scholarly and/or other professional development of proposed activity; (b) benefit of project to students, department and/or institution; (c) merit of candidate's overall performance at MWSU. After considering all leave requests the Fringe Benefits Committee will determine, via secret ballot, which candidates will be recommended for leave and a priority ranking of these candidates will be established. Final committee recommendations with a ranking of candidates and the rationale for the rankings will be forwarded to the Provost and Vice President for Academic Affairs and the Faculty Senate for consideration by December 12. The committee will also forward to the Provost and Vice President for Academic Affairs copies of the proposals and recommendations from the chairs and Dean. The committee will forward to each applicant and the appropriate Dean and chair, the committee's recommendation and rationale (the rankings will not be included) by December 12. The Faculty Senate will review the committee's recommendations, including the rationale for its rankings, at its first meeting in January, and may forward any comments which it may have concerning the committee's decision to the Provost and Vice President for Academic Affairs no later than five (5) days after the Senate meeting at which the committee submits its recommendations. The rankings of candidates shall not be included in the minutes of the meeting at which the committee's recommendations are reviewed, but the names of the candidates approved by the Senate for sabbatical leave shall be reported, in alphabetical order, along with a

description of their projects and departmental affiliation. The Provost and Vice President for Academic Affairs will forward their recommendations to each applicant and the appropriate Dean and chair when the recommendations are sent to the President. Approved sabbaticals for two years out will be contingent on available funding in that budget year.

Summary of Sabbatical Application Timeline

	From	To	Date
Application Packet	Candidate	Department Chairperson	Oct. 15
Application Packet Letter of Recommendation	Department Chairperson	Dean of College Chair of Fringe Benefits Committee	Oct. 30
Letter of Recommendation	Dean of College	Chair of Fringe Benefits Committee	Nov. 15
Interviews of Candidates	Conducted by Fringe Benefits Committee		Nov. 16 – Dec. 7
Recommendations and Rankings	Fringe Benefits Committee	Faculty Senate, Provost and Vice President for Academic Affairs	Dec. 12
Recommendations and Comments	Faculty Senate	Provost	Within 5 days of meeting
Recommendations	Provost	President	
Recommendations	President	Board of Governors	

Commented [3]: Meeting with chairperson and LKR to discuss altering timeline for sabbatical candidate reviews will be scheduled via chairperson