

## SABBATICALS

### **Purpose**

The purpose of the sabbatical leave is to increase a faculty member's value to the College and thereby improve and enrich its program. Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing, or other experiences leading to professional growth.

### **Eligibility**

A faculty member shall qualify for sabbatical leave after he/she has served six consecutive years on the faculty of the College. Sabbatical leave shall not be regarded as a right to which the faculty member is automatically entitled, but which he/she has earned.

### **Terms and Conditions**

Sabbatical leaves may be granted for one or two semesters at the option of the recipient of the leave. For two semesters, the leave may, with the approval of the College president, span the summer between semesters. Under no circumstance shall a sabbatical leave cover a period of more than two consecutive semesters and the summer session.

The recipient of a sabbatical leave shall receive the equivalent of full pay for one semester or half pay for two semesters. The recipient will return to the College after the sabbatical for at least one year.

Full-time employment by the recipient of a sabbatical leave shall be prohibited. This shall not, however, preclude the recipient's accepting grants, fellowships, or remuneration for part-time work of any kind which would not interfere with the sabbatical project.

All benefits, privileges, and opportunities of a person on sabbatical leave shall be continued in the same manner as though the person were on active duty. This applies to tenure and retirement benefits, salary increments, opportunity for promotion, etc.

### **Applications**

The application for a leave shall be accompanied by a plan in writing in which the applicant outlines the means by which he/she expects to increase their personal worth to the College during the period of leave. Application should be made to the President of the College.

### **Approval**

If the President, in cooperation with the Vice President of Instructional Affairs, approves the application, he shall forward it, together with his recommendations, to the Board of Trustees. The President and or Vice President may wish to consult with the Faculty Status Committee before selecting the final candidate(s). The Board of Trustees may grant such sabbatical leaves as it deems appropriate. The number of persons on leave at any one time shall rest with the President of the College and the Board of Trustees.