



## SABBATICAL LEAVE

*(Presbyterian College Faculty Handbook, pg. 33)*

- A. **Tenured** faculty members may apply for a sabbatical leave **to be effective in their seventh year of full-time service** at Presbyterian College and each succeeding seventh year thereafter.
- B. Application should be made, through the completion of the Request for Sabbatical Leave form, to the Provost, through the appropriate department chair, stating the nature and objective of the program in which the member proposes to engage during his/her/their leave. Applications are subject to approval by the Provost.
- C. Sabbatical leave may be granted for one semester with full pay or for one academic year at half pay. Normally, a sabbatical which involves staying on campus and teaching a full year at half time for full pay will not be approved.

## GUIDELINES FOR PROPOSALS ON SABBATICAL LEAVES

*(Presbyterian College Faculty Handbook, pg. 33-34)*

- I. Length of service will not be the sole or deciding factor in determining who receives a sabbatical.
- II. Proposals for all sabbaticals to be taken during a given fiscal year (June-May) should be submitted early enough to make adequate allowance for the department's continued course offerings and should in no case be submitted later than October 15<sup>th</sup> of the preceding year.
- III. Proposals for sabbaticals should be either in the applicant's field or a related field or in an area that will contribute to the College's total development.
- IV. The department chair of the department concerned shall make a recommendation on the merit of the proposed sabbatical as well as an indication of how the department will cover classes during the faculty member's absence. A faculty member granted a one-semester sabbatical will be released from nine contact hours or equivalent and will be expected to teach the remaining twelve hours in his/her/their teaching load during the non-sabbatical semester.
- V. A written, final report shall be required of anyone receiving a sabbatical. Copies of the report shall be given to the appropriate department chair and the Provost. Oral reports to the faculty in such venues as a faculty forum are encouraged.
- VI. If a faculty member is awarded a sabbatical and receives funding from an outside source, the amount of pay while on sabbatical may be reduced proportionately. In the case of a substantial reduction in pay under this provision, the leave would not be considered a sabbatical and the faculty member would be eligible to reapply for a sabbatical at a later date.
- VII. All sabbaticals are awarded in the expectation that the recipient will remain fully associated with Presbyterian College in the next academic year following his/her/their sabbatical. If he/she/they does not return after the sabbatical period, he/she/they must repay all remuneration received from the College during the sabbatical period.
- VIII. Faculty members, regardless of length of service since their last sabbatical, may apply for special study grants through the Faculty Development Committee. Any approved special grant will not affect a faculty member's opportunity to apply for a sabbatical under this provision.



HALF-PAY is two semesters \_\_\_\_\_ or FULL PAY is one semester \_\_\_\_\_

I, \_\_\_\_\_, hereby request a Sabbatical Leave beginning \_\_\_\_\_ and ending \_\_\_\_\_ for the purpose of \_\_\_\_\_

\_\_\_\_\_.  
**Title of the Proposed Sabbatical Project:** \_\_\_\_\_

Complete Description of Proposed Sabbatical Project  
(Attach extra sheets if necessary)



A large, empty rectangular box with a black border, intended for the user to provide a complete description of their proposed sabbatical project.

Complete Description of Proposed Sabbatical Project (Cont)



## CONDITIONS

**It is understood and agreed that this sabbatical leave is requested and granted in good faith and with the full intention of having me resume my duties in active service with the College at the expiration of the stated time period. It is further understood and agreed that following this sabbatical leave of absence, I shall return to active service with the College for at least one contract year.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Required Approvals for Sabbatical Leave Request

1. Department Chair

Approve

Deny

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Comments:

2. Provost

Approve

Deny

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Comments: