

College of Justice and Safety / Eastern Kentucky University
Sabbatical Leave Policies and Procedures
Voted/Effective: 17 August 2015

Purpose

The College of Justice and Safety (The College) promotes a program of sabbaticals for faculty as a part of its overall efforts to maintain high quality academic programs and an engaged faculty. Sabbatical leave is designed to promote the professional development of the individual faculty member and to strengthen his/her ability to serve the mission and purpose of the College. All eligible faculty members are strongly encouraged to apply for sabbaticals.

College Policy

- A. The College policy shall follow University policies and procedures governing sabbatical leaves (*See EKU Policy 4.7.2P*).
- B. College procedures shall be approved by a majority vote of the full time tenure track faculty members of the College and approved by the Dean of the College.
- C. Changes in the College procedures shall be made by a majority vote of the full time tenure track members of the College and approved by the Dean by May 1 prior to the academic year in which they are to take effect.

College Procedures

- A. *Administrative responsibilities*
 - 1. Each school/department will include the number of planned sabbatical applications among the School budget requests submitted to the Dean each spring semester.
 - 2. Each school/department shall establish procedures / criteria for review of all sabbatical leave requests. All procedures approved by the school/department must be in compliance with the EKU Sabbatical Policy 4.7.2P and the policies set forth in this document.
 - 3. Each spring semester, the Dean or the Associate Dean will notify School faculty of the number of sabbaticals to be funded during the subsequent academic year, with actual funding contingent upon School, College, and University approval.
 - 4. Each School's Chairs (the Chair) shall forward all sabbatical applications received to the School/Department Sabbatical Review Committee no later than September 1 of each academic year.
 - 5. Following the receipt of Committee recommendations, for each approved sabbatical request, the Chair shall prepare and append a separate recommendation and an impact statement stipulating the effect the sabbatical leave will have on the department, including replacement costs, if any.

6. The Chair shall forward Committee recommendations, Chair recommendations, and impact statements to the Dean of the College by September 30 of each academic year.
7. The Dean shall review submitted information and make the final decision by October 15.
8. The Chair shall notify the faculty member in writing of School/Department-level approval/disapproval of the sabbatical by October 20.
9. The Dean shall forward approved requests to the ECU Provost by November 1.
10. In the case of substantive changes to the approved sabbatical application, the Chair will forward the changes outlined by the faculty member to the Sabbatical Review Committee for consideration and approval.

B. Faculty responsibilities

1. By February 15 of any given academic year, any faculty member planning to apply for sabbatical during the coming academic year must submit written notice to the Chair of the School (or her/his designee) indicating impending eligibility and intention to apply, along with indication of the time period and nature of the planned leave (e.g., full leave for one semester, half time leave across two semesters, etc.).
2. Faculty members eligible for a sabbatical shall complete and submit a Request for Sabbatical Leave Form and accompanying narrative to the Chair by August 25 in the year prior to the academic year in which the leave will begin.
3. The narrative must include:
 - a. The purpose of the sabbatical leave, including specific objectives and anticipated outcomes.
 - b. The plan by which objectives will be achieved, including the activities and how these will contribute to the achievement of the objectives.
 - c. A time line indicating anticipated completion date of significant events.
 - d. The benefits to the faculty's professional development, the School, the College and the University.
4. A faculty member who is approved for a sabbatical is expected to carry out the plan set forth in the application. Any significant changes to that plan shall be submitted, in writing, to the Chair for approval.
5. Upon completion of the project, the faculty member will forward a comprehensive open file report to the Chair and Dean of the College identifying the accomplishments within ninety (90) days from the completion of the sabbatical and to submit for publication, if appropriate, the product(s) of the sabbatical within six (6) months.

C. Sabbatical Review Committee Responsibilities

1. Each spring, a Sabbatical Review Committee (the Committee) will be established by each School/Department for the following academic year.
2. The Committee will be elected by full-time tenure track faculty.
3. The Sabbatical Review Committee will consist of three (3) tenured faculty, and one (1) alternate member from the School.
4. If a Committee member him/herself, or a member of his/her immediate family, or anyone with whom the committee member has a potential ethical conflict is being considered for sabbatical leave, the member shall recuse him/herself from all deliberations pertaining to that application.
5. In the case of a member's recusal, the alternate member of the Committee will engage in all deliberations pertaining to that application.
6. Acceptable sabbatical leave requests may include:
 - a. Scholarly/creative projects.
 - b. Scholarly writing with the goal of publication or presentation.
 - c. Formal coursework in an area supportive of instructional responsibilities.
 - d. Service to the community or profession in areas related to instructional responsibilities or scholarly pursuits.
7. When reviewing a request for sabbatical leave, the Committee should consider:
 - a. The clarity and depth of the proposal.
 - b. The feasibility of the proposed project.
 - c. The benefits of the proposed project to the faculty member's professional development.
 - d. The benefits of the proposed project to the School, College, and University.
 - e. The number, date(s), and accomplishments of previous sabbatical leaves granted to the applicant.
8. The Committee shall review all sabbatical applications and make recommendations to the Chair by September 15. Committee recommendations shall include reasons for approval/disapproval.
9. In the case of substantive changes to the approved sabbatical application, the Committee, using the aforementioned evaluation criteria (procedure C7), shall review said changes and make recommendations for approval/disapproval. Committee recommendations shall include reasons for approval/disapproval.

COLLEGE OF JUSTICE AND SAFETY
Faculty Request for Sabbatical Leave

(Must be submitted to the Department Chair by 25 August along with the narrative as outlined in B3 within this document)

Name: _____ Highest Earned Degree: _____

Department _____

Term(s) which leave is requested: ___ Fall ___ Spring Academic Year: _____

Term of sabbatical requested: _____ One year at half salary
_____ One semester at full salary
_____ One half leave for two semesters

Academic Rank: _____ Dates of Employment: _____

Previous Sabbatical Leaves (Term(s) and Year): _____

If previous sabbatical undertaken, attach results of previous leave (see item C of College Procedures).

In accordance with established policies for sabbatical leaves, I am requesting leave with pay for the term(s) indicated. I believe that the plan, as outlined in the attached narrative, and dealing with points listed below, will contribute to my professional growth and development ultimately benefiting students.

1. The purpose of the sabbatical leave, including specific objectives and anticipated outcomes.
2. The plan by which objectives will be achieved, including the activities and how these will contribute to the achievement of the objectives.
3. A time line indicating anticipated completion date of significant events.
4. The benefits to my professional development, my Department, the College and the University.

I understand that I must submit to the Dean of the College a report of accomplishment within ninety (90) days of completion of sabbatical leave and a comprehensive report of outcomes within six (6) months.

Signature

Date

College of Justice and Safety Sabbatical Procedures

