

Sabbatical Leave Process

A sabbatical is a paid leave of absence designed to provide the opportunity for continued professional development and new or renewed intellectual achievement through academically-oriented study, research, writing, creative projects, or travel. The professional development and/or academically-oriented study may or may not be toward a degree.

A sabbatical may be requested for two consecutive semesters at half pay or one semester at full pay.

The Sabbatical Leave Committee shall evaluate the applications for sabbatical leave according to the application and award processes described below. The Committee shall make a recommendation to the VPAA.

1.0 Process and Criteria for Sabbatical Leave

Applicants must provide evidence that the sabbatical leave will provide ongoing professional development and/or opportunities to pursue scholarship as described in Faculty Evaluation Process document(s). The applicant therefore shall submit, in writing, a proposal that details the purposes and nature of the project and specifies the resources needed to develop and complete such project. The proposal shall be accompanied by a recommendation from the Department Chair, academic unit head, or Division Head/Dean, reflecting their judgment of the appropriateness and value of the project as well as identifying the resources required to replace the faculty member for the sabbatical period in question.

Proposals will be evaluated according to the following criteria:

1. Contribution of the project to the applicant's professional development and/or Medaille College;
2. Clarity of the proposal;
3. Evidence to support the applicant's claims;
4. Service of the applicant to the College.

2.0 Sabbatical Leave Award Process

The Sabbatical Leave Committee shall invite applications from eligible faculty on or before April 15 each year. Applications must be submitted to the Office of Academic Affairs or before September 15 of the academic year prior to the intended leave.

On or before October 1, the VPAA shall forward all sabbatical applications to the Sabbatical Leave Committee. Following its review and recommendations, the Committee shall, on or before December 1, forward to the VPAA a full list of applicants, together with its recommendations, commentary, or priorities. The Committee's recommendations, commentary, or priorities shall be in writing and specifically shall address the evaluation criteria above. The Committee is entitled to recommend to the VPAA that no applicant has met such criteria.

Taking into account the Chair, academic unit head, or Division Head/Dean's report on resources required to replace the faculty member for the sabbatical period in question, the VPAA shall determine which faculty member(s) are to be awarded a sabbatical, if any, and shall notify each applicant in writing of the action taken on his or her application. Such written decision shall specifically address the criteria for sabbatical leave above, and the VPAA shall deliver such written decision to each applicant on or before January 15 for the following academic year.

In any case in which the VPAA decides against the majority vote of the Sabbatical Leave Committee, the VPAA shall submit in writing the justification for this decision, and shall discuss this decision with the Sabbatical Leave Committee prior to announcing Sabbatical Leave award(s).

On or before June 15 (for sabbaticals ending in the Spring semester) or February 15 (for sabbaticals ending in the Fall semester), the VPAA shall require a report that summarizes the sabbatical leave from the faculty member. In addition, the sabbatical recipient shall make available a copy of such summary report to the Sabbatical Leave Committee.

3.0 Grieving Sabbatical Decisions

An applicant shall have the right to grieve a sabbatical decision with respect to failure of the Committee or the VPAA to observe the processes set forth above.

4.0 Resubmission of Sabbatical Proposal

A faculty member may resubmit a sabbatical proposal without prejudice.