

CP 5.1.13

Sabbatical Leave for Faculty

Related Board of Trustee Policy: BP 5.1.13

Responsible Official *Vice President for Learning and Student Services*

Approvals *10/17/08*

Revision

Procedure

1. A sabbatical is leave without pay.
2. Positions vacated due to sabbatical leave are filled by temporary employees.
3. Requests for sabbaticals are reviewed individually and as a group by the faculty members making the request, the curriculum director, academic dean, and President.
4. Requests are granted on the basis of the faculty member's job performance (with rewards for excellence), the importance of the proposed activity to the faculty member's professional development, the stat of the faculty member's department at the time of the request, and the financial status of the area.
5. Denials for sabbaticals are given in written form with justification(s) for denial outlined.