

FACULTY SABBATICAL LEAVES
(Amended for 2015-16 and 2016-17 Academic Years)
PENDING FUNDING

Purpose

The purpose of sabbatical leaves at Northland College is to strengthen the institution in the areas of scholarship, leadership, and instruction by contributing to the continued academic and intellectual growth of faculty members. To achieve these complementary objectives, faculty members are provided release time from instructional and administrative duties for stated periods of time. Faculty members granted sabbatical leaves must use this time to advance their professional effectiveness either through intensive exploration in their disciplines or through developing their teaching techniques.

Eligibility

Applicants for sabbatical leaves must have completed seven years of full-time teaching at Northland College by the time of their leave. In instances where a faculty member has been granted one or two years of credit in the tenure process because of previous teaching experience, those years also will be counted toward the seven. All applicants must have established records of excellence in teaching, scholarship, and service.

Types of Sabbatical Leaves Available

- Full academic-year leave at one-half of base pay.
- Fall semester leave at full pay.
- Winter semester leave at full pay.
- Winter semester and May leave at full pay for winter semester and one-half pay for May.
- Release time equivalent to one to three courses over a full academic year at full pay.

For all sabbatical leaves, fringe benefits are continuous and retirement benefits are calculated on the faculty member's base salary.

Supplemental Awards

Contingent on the availability of funds designated for sabbaticals, individual faculty members may receive supplemental awards to support expenses such as research supplies and travel.

Evaluation Criteria for Sabbatical Leave Proposals

Sabbatical leave proposals are competitive and will be judged and approved dependent on the following:

1. relevance to the faculty member's teaching and/or scholarly agenda;
2. potential for meaningful contributions to the faculty member's professional growth as a teacher and scholar;
3. previous sabbaticals granted;
4. impact on the curriculum;
5. contribution to strategic initiative of the college

Guidelines for Proposals

Proposals should be professional in presentation and should describe . . .

- the dates of the proposed leave (specify 2015-2016 or 2016-2017)
- the type of sabbatical leave requested;
- the proposed sabbatical project(s) and activities;
- the relevance of the project and activities to the applicant's teaching and/or scholarly agenda;
- expected outcomes of the project;
- plans for dissemination of the project's outcomes;
- the courses and professional responsibilities (e.g. advising, committee appointments, etc.) that will need to be covered during the applicant's leave;
- requests for a supplemental award, if applicable.

Application Process and Timeline

1. By January 12th of 2015 submit proposals to their Department Chair for approval;
2. By January 19th, Department Chairs submit approved proposals to the Faculty Secretary who will forward them to the Faculty Development Committee for Review.
3. By February 9th, the Faculty Development Committee submits a written recommendation about the proposals to the Dean of the Faculty (or designee). These recommendations will include the Committee's ranking of all applicants on the basis of the criteria described above. In instances when the Committee determines that the criteria have not been met by a proposal, they may recommend that a sabbatical leave not be granted to the applicant, even if funds are available.
4. By February 16th, the Dean of the Faculty (or designee) notifies applicants about the status of their proposal and announces publically the sabbatical leaves that will be granted for the following academic year.

In the event that the Dean of the Faculty (or designee) departs from the recommendations of the Faculty Development Committee in awarding sabbaticals, the Dean shall inform the Committee in writing of the rationales for this departure.

Expectations and Obligations for Sabbatical Leave Recipients

- Recipients may not engage in full-time, paid employment during the period of a sabbatical leave, but supplemental fellowships, grants, and assistantships are permissible.
- Upon completion of a sabbatical leave, faculty members are expected to submit a written report detailing the activities and outcomes of the sabbatical to Dean (or designee).
- In the semester following a faculty member's sabbatical leave, he or she is expected make a presentation to the campus or to disseminate results of the sabbatical in another appropriate form.
- Recipients are obligated to provide at least one year of full-time service to the College after completing a sabbatical leave, unless the individual is excused from this obligation by the President of the College.