

Office of the Provost

**GUIDELINES FOR SABBATICAL LEAVE
2023-2024 Applications**

Notes pertaining to School of Law and JST faculty:

Law School Sabbatical Leaves are covered in a separate document entitled “School of Law Faculty Sabbatical Leave Guidelines.”

JST Sabbatical Leaves are covered in a separate section of the Faculty Handbook. For JST faculty applying for sabbaticals, please follow all directives listed in “[Exceptions to the Santa Clara University Handbook: Jesuit School of Theology](#),” VLA (found at the conclusion of the Faculty Handbook). The following guidelines and timeline are not applicable to JST faculty.

A. PURPOSE

The *Faculty Handbook* states, "A sabbatical leave is awarded for the intellectual and academic enrichment of the faculty member and for the benefit of the University through improved teaching and scholarship." (3.7.1). The complete text of Section 3.7.1 of the *Faculty Handbook* (on sabbatical leave) can be found in the Appendix I to this document.

Projects *not* appropriate to a sabbatical application include:

1. Course preparation. Routine course preparation, even of new courses, is a part of the general responsibility of a faculty member. For Senior Lecturers in particular, projects related to curriculum development and/or pedagogy that require sustained work over a period of time and that contribute in a significant way to the department or the University may be appropriate to a sabbatical application.
2. General rest and recuperation. The *Faculty Handbook* states, “A sabbatical leave will not be granted...for respite from usual duties at the University.” On a related matter it states, “A leave of absence [rather than a sabbatical] is appropriate to satisfy exigencies of a personal nature” (3.7.1).
3. Consulting projects leading to commercial products. The *Faculty Handbook* states, “A sabbatical leave will not be granted for...the improvement of one’s financial circumstances through remuneration for teaching, research, or any other employment outside the University” (3.7.1).

B. ELIGIBILITY

Eligibility requirements are described in 3.7.1.1 of the *Faculty Handbook* (see Appendix I of this document). A table illustrating sabbatical leave options given accumulated credits of qualifying service can be found at: <https://www.scu.edu/media/offices/provost/faculty-affairs/compensation-support/jfdl-sabbatical/Sabbatical-Leave-Options.pdf>

Probationary, tenure-track faculty meeting the eligibility requirements may apply for a sabbatical leave to be taken during the year following their tenure decision with the leave contingent on being granted tenure.

Senior Lecturers are eligible for a sabbatical leave after nine quarters of full-time service since initial appointment as Senior Lecturer.

A faculty member is eligible for a one-quarter sabbatical at 100% pay with 9 quarters of full-time qualifying credit; a two-quarter sabbatical leave at 100% pay with 18 quarters of full-time credit; or a full-year (three-quarter) sabbatical leave at 100% pay with 27 quarters of qualifying credit. A faculty member may also opt for a full-year (three-quarter) sabbatical leave at 67% pay with 18 quarters of full-time qualifying service. There is no reduced-pay option for a one or two quarter sabbatical; you must have the number of credits specified above. Faculty must have accumulated the required sabbatical credits prior to the beginning of the proposed leave (not at the time of proposal). See table for full details about sabbatical options.

C. APPLICATION AND REVIEW PROCEDURES

Faculty intending to take a sabbatical should consult well in advance with department chairs about timing and the impact of the anticipated sabbatical on their departments and about how best to minimize any negative consequences of their absence. The *Faculty Handbook* specifies that “sabbatical leaves should be taken during a single academic year and will ordinarily not be awarded more frequently than every three years” (3.7.1.1). Exceptions may be permitted in special cases with the approval of the chair, dean, and Provost; the candidate must present a strong rationale for the exception in the proposal and show that the arrangement would not place undue burdens on students and colleagues.

Application and review deadlines vary slightly from year to year.

For 2023-2024 they are as follows:

1. By **October 3, 2023**, faculty submit sabbatical applications via [this Qualtrics link](#). Applications are automatically routed to department chairs for review. The following application materials are required. *Faculty will be notified if their application is incomplete.*
 - a) Project Description including all items listed in Section D below.
 - b) Current *curriculum vitae* going back 5 years
 - c) Report from previous sabbatical leave (if any)

Department Chairs (in consultation with Deans) approves the timing of sabbatical leaves.

Depending on staffing and curricular needs, faculty members may be asked to adjust their preferred timing to a later or earlier date."

To submit a revised application, faculty should contact the Administrative Associate for Research, Sam Herman (sherman2@scu.edu).

2. By **October 20, 2023**, Chairs should review the quality of the application, discuss any staffing concerns with the dean's office, and then reply to the "Take Action" email with their recommendation for acceptance or rejection of the application. A lengthy evaluation is not needed when recommending approval. However, if the application is rejected, the chair should articulate the reasons why. Chairs who are themselves applying for a sabbatical leave should ask a senior colleague in their department to evaluate and make a recommendation of acceptance or rejection of the application.

3. By **November 3, 2023**, the Dean should reply to the “Take Action” email with their recommendation for acceptance or rejection. A lengthy evaluation is not needed when recommending approval. However, if the application is rejected, the Dean should articulate the reasons why.
4. By **November 10, 2023**, the materials become available to the ad hoc Sabbatical Review Committee.
5. By November 15, 2023, all applications reviewed by the JST Committee are sent to the Provost’s Office. See additional details pertaining to the JST sabbatical application process here: [“Exceptions to the Santa Clara University Handbook: Jesuit School of Theology,” VI.A \(found at the conclusion of the Faculty Handbook\).](#)
6. By **December 8, 2023**, the Sabbatical Review Committee makes recommendations to the Provost’s Office.
7. By **December 14, 2023**, the Provost notifies applicants of the decision via email.

D. APPLICATION FORMAT

Please be precise in compiling the sabbatical applications. The entire application should not exceed six (6) single-spaced pages and should include each of the following sections:

1. Sabbatical Project Title
2. Abstract or Executive Summary. Describe the project in three or four sentences. *Include the specific quarters or semesters requested for the sabbatical leave.*
3. Description of sabbatical project. Describe the project in terminology accessible to non-specialists. Explain why the project is important. As appropriate to your discipline, describe the problem to be addressed and the methods to be used. Place the project within the context of the existing scholarship in the area by citing the relevant literature and including a short list of references. Specify the expected contribution of your project to the existing body of scholarship. If appropriate, provide the names of the cooperating or collaborating parties and institutions, as well as any details concerning use of office space or facilities. If the project includes aspects potentially leading to curricular or pedagogical enhancements, the importance of the work as well as expected outcomes should be clearly stated.
4. Dissemination plans. Indicate as specifically as possible how the results of the project will be disseminated. For example, in the case of an article or book, indicate the journal or press to which a manuscript will be submitted; in the case of a work of art, indicate the likelihood of performance, recording or exhibition, specifying likely venues.
5. Timetable and feasibility. Establish, to the extent possible, the feasibility of accomplishing the project; provide a timetable, *including the quarters or semesters of the requested sabbatical leave, for completing the various stages of the work.*
6. Anticipated benefits for the University, the applicant's profession, and the applicant's own future teaching and scholarship. Indicate specifically how the sabbatical will bring intellectual and academic enrichment to you, the University, and your discipline or profession.

Note: Incomplete proposals will not be reviewed. Please ensure that all required application materials are included.

E. EVALUATION CRITERIA

Applications will be carefully evaluated at every level of review. There are three categories of evaluation criteria:

1. Administrative Criteria
 - a) Amount of accrued time toward sabbatical
 - b) Impact of absence on department and college or school
2. Performance Criteria
 - a) Overall performance record of applicant
 - b) Outcomes of previous sabbatical
3. Project Criteria
 - a) Quality of proposal presentation
 - b) Significance of proposed project
 - c) Feasibility of proposed project
 - d) Benefits to applicant, University and discipline or profession.

F. OBLIGATIONS OF SABBATICAL RECIPIENTS

Sabbatical leaves entail several obligations:

1. While some latitude is reasonable, faculty are expected to conduct their sabbaticals in a way that is generally consistent with their proposals.
2. Within 90 days of completing a sabbatical leave, faculty must submit a report on the sabbatical (*Faculty Handbook* 3.7.1.4). This may be done in your Interfolio account (Faculty180 > Activities > Sabbatical Reports).

G. CHANGES TO APPROVED SABBATICAL PLANS

Faculty may request to cancel or change the timing of an approved sabbatical leave to meet significant unanticipated personal, scholarly, or programmatic needs. Any proposed change should be discussed with the department chair and dean at the earliest possible date. The change should be requested via the [Sabbatical Change Request Form](#) on the sabbatical leave page. The chair and dean should then send their recommendations to the Associate Provost for Research and the Administrative Associate for Research. The Provost will review requests. If the sabbatical change is approved, you will be sent an updated letter reflecting the new timeline. If the request is not approved, you will be notified via email (*Faculty Handbook* 3.7.1.3).

H. OTHER

See the *Faculty Handbook* (Appendix I below) for further information on sabbatical leaves, eligibility, policies, procedures, remuneration, and reports.

Appendix I:

Sec. 3.7.1 of the Santa Clara University *Faculty Handbook*

3.7.1 Sabbatical Leave

A sabbatical leave is awarded for the intellectual and academic enrichment of the faculty member and for the benefit of the University through improved teaching and scholarship. Projects suitable for a sabbatical leave include research or creative work leading to a product appropriate to the discipline, such as a publication or work of art, or curricular or pedagogical development that will enhance the curriculum of the department or University.

A sabbatical leave will not be granted for routine course preparation, respite from usual duties at the University, or the improvement of one's financial circumstances through remuneration for teaching, research, or any other employment outside the University. A leave of absence is appropriate to satisfy exigencies of a personal nature.

Faculty members granted sabbatical leave are expected to return to the University at the expiration of the leave for a period of at least one year following the sabbatical leave. The period of sabbatical leave counts as service at the University for purposes of advancement in rank and salary.

Faculty in the School of Law and the Jesuit School of Theology are subject to a separate sabbatical policy which supersedes the provisions in 3.7.1 through 3.7.1.5 of this Handbook.

Revisions endorsed by Faculty Senate, October 2010

Revisions approved by Board of Trustees, October 15, 2010

3.7.1.1 Eligibility

Only tenured faculty and Senior Lecturers are eligible for sabbatical leave.

A tenured faculty member who at the beginning of the proposed leave will have completed at least nine quarters of full-time service since initial tenure-track appointment is eligible to apply for a sabbatical leave subject to the provisions of 3.7.1.3.

A Senior Lecturer who at the beginning of the proposed leave will have completed at least 9 quarters of full-time service since initial appointment as Senior Lecturer is eligible to apply for a sabbatical leave.

A sabbatical leave or other leave of absence, except for a Junior Faculty Development Leave, is not considered full-time service to the University for purposes of determining sabbatical eligibility.

Sabbatical leaves should be taken during a single academic year and will ordinarily not be awarded more frequently than every three years. Exceptions may be permitted in special cases with the approval of the chair, dean, and Provost. To be considered for a sabbatical extending over more than a single academic year, the candidate must present a strong rationale for why this is necessary, and the Provost must be assured that the arrangement would not place undue burdens on students or colleagues.

Revisions approved by the Board of Trustees, January 2012

Revisions endorsed by the Faculty Senate, February 10, 2012

3.7.1.2 Application Policy and Procedures

By the first Monday in October of the year prior to that in which the sabbatical leave is to occur, the applicant shall submit to the Chair of his or her department a sabbatical proposal, formulated according to current guidelines, which describes the nature of the sabbatical project, the means by which it will be carried out, and the anticipated benefits from the sabbatical project for the University, the applicant's profession, and the applicant's own future teaching and scholarship.

The sabbatical proposal is reviewed, evaluated, and passed on with a recommendation for acceptance or rejection by the applicant's department chair, college or school dean, a Sabbatical Review Committee appointed by the Provost, and the Provost in turn. The Sabbatical Review Committee may request modifications in the proposal before making its recommendation to the Provost who may also request additional information. Sabbatical leaves are granted by the Provost.

Approved by the Board of Trustees, May 20, 2005

Endorsed by the Faculty Senate, June 2005

3.7.1.3 Remuneration

Although a faculty member's Letter of Appointment for the year in which a sabbatical leave has been awarded states base salary and estimated total compensation, actual salary for the year of sabbatical leave is determined as follows:

For each quarter of full-time employment, up to a maximum of three quarters per academic year, an eligible faculty member accrues 1/27 of his or her base pay for sabbatical leave. For example, after nine quarters of regular service, a tenured faculty member or Senior Lecturer is eligible for one quarter of sabbatical leave at 100% of base annual salary; after 18 quarters of regular service, a tenured faculty member or Senior Lecturer is eligible for two quarters of sabbatical leave at 100% of base annual salary; and after 27 quarters of regular service, a tenured faculty member or Senior Lecturer is eligible for three quarters of sabbatical leave at 100% of salary.

After 18 quarters and up to 27 quarters of full-time service, a faculty member eligible for sabbatical may take a three-quarter sabbatical leave at a reduced salary if the accrued service is insufficient to permit a sabbatical leave at full pay. For example, after 18 quarters of regular service, a full year of sabbatical leave will be remunerated at 18/27 or 66.7% of base annual salary; after 21 quarters of regular service, a full year of sabbatical leave will be remunerated at 21/27 or 77.8% of base annual salary.

Any quarters of accrued service that are not utilized for a sabbatical leave may be credited to a subsequent sabbatical leave. There will be no additional accrual of sabbatical time after 27 quarters of service unless the faculty member has had to delay a sabbatical leave in the interest of the department, college, or University. In such cases, with the written approval of the Provost, any additional quarters will be credited to a subsequent sabbatical leave. Sabbatical salary may not exceed 100% of the faculty member's regular salary.

Contributions to the retirement plan, by both the University and the faculty member, are based on the salary actually paid; all other benefits are continued as usual.

It is the obligation of the recipient of a sabbatical leave to clarify with his or her dean or with the Provost any matter pertaining to the leave which may not be included in this Handbook. Such clarifications are to be made in writing with copies to the recipient's department chair, the dean, and the Provost.

Revisions approved by the Board of Trustees, January 2012
Revisions endorsed by the Faculty Senate, February 10, 2012

3.7.1.4 Reports on Sabbaticals

Not later than ninety days following return to the University, a faculty member granted sabbatical leave shall submit a detailed report on his or her activities and accomplishments during the leave to the school or college dean, with copies to the Provost and department chair. Reports from prior sabbaticals must be included as part of future petitions for sabbatical leave.

Approved by the Board of Trustees, May 20, 2005
Endorsed by the Faculty Senate, June 2005

3.7.1.5 Unused Sabbatical Time

Any quarters of accrued service that have not been utilized for a sabbatical leave will be forfeited when a faculty member ends employment with the University.