

# SABBATICAL LEAVE POLICY

## Introduction

Creighton University School of Dentistry has established this Sabbatical Leave Policy in such a manner as to be consistent with the general provisions for sabbatical leaves found in Section IV (H), Sabbatical and Leaves of Absence, of the *Handbook for Faculty*.

A sabbatical leave should not be regarded as an entitlement or a reimbursement for a period of service to the University. It is to be granted on the basis of the faculty member's proposal, which must meet specified standards. Senior faculty members are encouraged to develop stimulating, sound sabbatical leave programs that will discernibly contribute to their professional development. Toward this goal, the School will lend its support and assistance to interested faculty members. The standards governing proposed sabbatical leaves are set by the Dean in consultation with the Executive Faculty Committee and are communicated to potential applicants by the Associate Dean for Academic Affairs.

## Purpose

Sabbatical leaves are primarily intended by the School to provide extended periods of time for scholarly or other creative endeavors which can lead to the discovery of new knowledge in the field of dentistry and/or the enhancement of didactic, laboratory and clinical teaching. As such, they represent a period of renewal with the purpose of nurturing the professional development of the faculty member to the benefit of the School and University.

Projects to develop major areas in course content and pedagogy may be considered, but they should not simply replicate what is required under contract in this regard. Pedagogically focused projects should require extensive and prolonged attention. The operative question in any case is, "How will this project contribute to the faculty member's development as a teacher-scholar?"

## Specific Terms

A sabbatical leave brings with it the following benefits:

- ▶ A period of time without teaching responsibilities. Candidates specify at the time of application whether they wish to take:
  - the fall semester of the academic year plus the summer session preceding it at full pay
  - the spring semester of the academic year plus the summer session following at full pay
  - the entire academic year, including one summer session, at half pay

It should be noted that choosing to take a full-year sabbatical affects the individual's eligibility for, and payment towards, certain employee benefits in ways that should be thoroughly explored with the Department of Human Resources.

- ▶ A stipend of \$1500 for incidental expenses such as books, travel or equipment. Payment for additional expenses may be requested from the Dean via a separate process, but it is by no means guaranteed.

In accepting a sabbatical leave, the faculty member agrees to return to the University for at least one year of full-time employment.

### Eligibility

Applicants must be tenured, senior faculty members with a minimum of seven years of service at this University. Senior faculty status is defined as the rank of Associate Professor or Professor and the candidate must have held this rank for at least one year at the time of application. Subsequent sabbatical leaves will require additional seven-year increments of service to this University. Thus the frequency of sabbatical leave for any one faculty member cannot be greater than once every eight years. The Associate Dean for Academic Affairs of the School of Dentistry maintains the record of eligibility and of leaves granted and taken.

Faculty with administrative appointments whose sabbatical opportunity comes up during their term of service should consult directly with the Dean about sabbatical leave plans before submitting a sabbatical proposal.

It should be noted that the availability of funding may serve as a limiting factor regarding the number of sabbaticals granted per year. Because of this and the competitive nature of the process, it is possible that not all eligible candidates will be awarded.

### Application Process

Applications for sabbatical leave must be received by the Office of the Dean on or before September 1<sup>st</sup> of the academic year prior to the one for which the leave is being sought. All applications are reviewed by the Executive Faculty Committee which makes a recommendation to the Dean. The Dean will communicate his/her decision to the candidate by December 15<sup>th</sup>.

The proposal for sabbatical leave should include the following:

1. the goal(s) of the sabbatical and its rationale which is to include a statement describing explicitly how the sabbatical leave is expected to contribute to the

- professional development of the applicant and the relevance of this to his/her future role in the University
2. the sabbatical program description which is to include how, when and where the goal(s) will be accomplished
  3. the time period requested
  4. supporting documentation to include:
    - a letter of support from the Department Chair
    - curriculum vitae
    - if collaborative work is proposed, a letter of support from the collaborator(s)
    - if work for another entity (university, organization, agency, corporation, etc.) is proposed, a letter of invitation or agreement from that entity
    - if participation in a seminar or workshop is proposed, a copy of an appropriate brochure
    - the on-campus facilities required
    - the identification of extramural sources of funds for expenses, including salary, travel, and other support, what effort the applicant has made to obtain such support, and the results of those efforts
    - the arrangements that have been made for covering the applicant's academic responsibilities during the sabbatical
    - the process by which the sabbatical results are to be disseminated to various communities of interest

#### What The Faculty Member Agrees To Do

Faculty members are expected to pursue the sabbatical plans outlined in their proposal and will submit a written report on the sabbatical to the Dean and the reviewing committee within six (6) weeks of its conclusion. This report should summarize the faculty member's activities during the sabbatical and describe the progress made toward achieving the goals established in the proposal. The committee will make this report available to the whole faculty. The faculty member will also report on the sabbatical to his/her faculty colleagues during an In-Service Program or at the Faculty Retreat.

While on sabbatical, the faculty member is on official leave from all regular classroom, laboratory, clinical, departmental and institutional duties. The faculty member does, however, retain all rights to participate in matters of faculty governance.

The recipient of a sabbatical assumes certain obligations, such as advising the department on the coverage of courses he/she ordinarily teaches and the transfer of advising duties to colleagues. During the leave period, the faculty member is to devote his/her full-time effort to the sabbatical project.

Since an important objective of sabbaticals is to enhance the development of faculty members to better serve the Mission of the University and the School of Dentistry, when

a faculty member accepts a leave of this type, he/she agrees to return to full-time teaching in the School of Dentistry for at least one year following the conclusion of the sabbatical.

Adopted: April 4, 2006

Reviewed: 12-14-15