

Sabbatical Leave

Provisions for leave with pay for the purpose of professional or cultural improvement or for the purpose of rest and recuperation is a well established administrative device calculated to improve the quality of college teachers in service. The Board of Supervisors recognizes that for the universities under its control such a policy is justifiable and desirable. The Board provides for faculty leaves of absence under the following conditions:

1. Faculty members or administrators may be eligible for leave for the purpose of professional or cultural improvement (advanced courses or participation in program leading to advanced degree) or for the purpose of rest and recuperation. The following stipulations apply:
 - After six (6) or more consecutive fiscal years of active service in the institution, a faculty member may request a two semester sabbatical.
 - After three (3) or more consecutive fiscal years of service in the institution, a faculty member may request a one semester sabbatical.

In either case, absence on sick leave shall not be deemed to interrupt the active service.

2. Faculty members and administrators may be granted leave for the purpose of study or research. In those cases where the faculty member or administrator receives outside compensation for such study or research such payment is to be approved in writing, in advance, by the President as supportive of the purposes of the leave.
3. No person whose application for leave has been granted shall be denied such leave.
4. Applications should specify:
 - (a) period for which leave is requested;
 - (b) type of leave requested (professional or cultural improvement, rest and recuperation, research);
 - (c) precise manner in which leave, if granted, will be spent;
 - (d) time of active service to the institution;
 - (e) date of birth of applicant.
5. Application shall contain a signed statement that the applicant agrees to comply with the provisions of this policy.
6. Every application for leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable.
7. At no time during any semester of the academic year shall the number of persons on leave exceed five percent of the total number of faculty members employed in a given college or ten percent during any summer session. **(The CBA can only have 3)**

8. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved. For those not holding the doctorate, official transcripts must be sent to the appropriate academic dean; for those holding doctorates, adequate written evidence must be submitted to the appropriate dean by the individual and, whenever possible, corroborated by the institution(s) concerned.
9. The compensation for the period of leave approved shall be at the rate of fifty (50%) percent of the salary the individual will receive during the period of time leave is applied for and granted. Individuals shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the same times at which salaries of other members of the teaching staff are paid, and in the same manner.
10. Prior approval must be secured from the Board of Supervisors before any replacement is secured for the person granted leave. Institutions should utilize faculties to the fullest extent before requesting such replacements.
11. Refusal by a faculty member to comply with the provisions of this policy shall result in the forfeiture of tenure and ineligibility for increase of salary and promotion in rank until the requirements shall have been met.
12. In accepting a leave of absence with pay, a faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R.S. 17:3328) to return to his/her institution for at least one year of further service after the sabbatical.
13. Sabbatical leave shall be granted only with prior Board approval.
14. Alternative leave periods (1/6 time) can be proposed and may be approved with appropriate changes in salary rates.
15. A faculty member on sabbatical has no obligations for advising students, serving on university, college or department committees, or attending College meetings. Faculty on sabbatical will have access to University and College resources such as their office, supplies, phone, copiers, and graduate assistants.
16. The tenure clock for a tenure-track faculty member granted a sabbatical leave is not affected by the leave. Similarly, faculty seeking promotion may count the time of leave toward meeting time requirements.

Evaluation of Proposals

1. Evidence of plan's impact on faculty development and/or rest and recuperation
2. Availability of resources to support sabbatical (resources to cover classes, advise students, etc)
3. Merit of application