

## **Procedure Title: Sabbatical for full-time tenured faculty who have completed seven full-time academic years of service**

**Impact:** Faculty

**Responsibility:** Office of Instruction

**Effective Date:** 12/17/1995

**Revised Date:** 02/20/2014

**Reviewed Date:**

**Relates to Policy(s):** 3.04.08

**Legal Citation(s):**

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### **I. Procedure Narrative**

#### **A. PURPOSES FOR WHICH A SABBATICAL LEAVE CAN BE GRANTED:**

1. To work toward an advanced degree in the instructor's major teaching discipline(s).
2. To complete course work, a program of study, or travel designed to advance the instructor's expertise in their discipline and field of teaching.
3. To engage in research and/or pursue publication related to the instructor's discipline or field.
4. To pursue work outside the institution that contributes directly to methods and practices that enhance teaching effectiveness.

**B. APPLICATION TIMELINE**

1. Mid-September - The vice president for instruction notifies full-time, tenured faculty that applications are available.
2. Mid-November - The sabbatical applications are due in the vice president for instruction's office with recommendations from the appropriate dean and division chair.
3. First of December - The applications are sent to the Sabbatical Leave Committee for evaluation and ranking. The Sabbatical Leave Committee consists of five full-time faculty members appointed by the vice president for instruction and deans.
4. Mid-January - The Sabbatical Leave Committee evaluates and rank-orders the applications and sends them to the vice president for instruction and deans for approval. The approved list of ranked applications will be submitted to President's Cabinet.
5. End of February - President's Cabinet will determine the number of leaves to be funded. NIC will make every effort to award at least one sabbatical annually. In the event that no sabbatical is awarded, the administration will provide a written explanation to the executive committee of Faculty Assembly.
6. First of March - The Sabbatical Leave Committee will notify every applicant of approval or denial of the request. The committee will also provide the applicant with an anonymous summary evaluation rubric in order to provide feedback.

**C. APPLICATION CONTENT**

Applicants must submit a detailed plan of what they propose to do during the sabbatical. The applications should include all of the following:

1. The applicant's current resume or CV which includes a summary of his/her relevant professional work and activities.
2. A detailed plan of what the applicant proposes to do while on sabbatical leave. This should include:
  - A one paragraph description of the intended project (abstract).
  - Goals and objectives of the leave.
  - Leave activities and timelines.

- Assessment/documentation methods.
3. A detailed description of:
    - How the project contributes to the mission of the college.
    - The need for new or additional knowledge in the applicant's field or discipline.
    - How the project connects to the applicant's teaching responsibilities.
    - How the project benefits the institution.
  4. Supportive documentation:
    - Recommendation from the division chair (required)
    - As deemed appropriate:
      - Letters of support
      - Travel plans
      - Financial commitments
      - A detailed description of colleague and administrative support for the project

#### **D. RATING SYSTEM**

Sabbatical leave applications will be rated using a rubric established by the Sabbatical Leave Committee. Applicants will be rank ordered based on their total rubric score.

In the event of a tie score on the rubric, the applicant with the longest period since last receiving sabbatical will be selected. If there is still a tie score, the applicant with the longest service to NIC will be selected for sabbatical.

## **II. OBLIGATIONS OF RECIPIENT(S)**

The faculty member is expected either to return to active service at NIC for at least one academic year after completion of the leave. A sabbatical recipient who does not return for at least one full year of service will be required to repay the total salary and benefits received from NIC while on leave. Within six weeks after returning from sabbatical, the faculty member must submit to the vice president for instruction and the appropriate dean and division chair, a written assessment report of his/her sabbatical activities. In addition, the faculty member will be asked to give a presentation in an appropriate format of their sabbatical that is open to the NIC community.