



## SABBATICAL POLICY

### Purpose

The purpose of Sabbaticals is to support faculty in their pursuit of new professional skills within their specific art and/or design discipline; to enhance their expertise and effectiveness as educators; to support and encourage their research and professional practice as scholars and/or art or design practitioners, in relation to their responsibilities at the University; and/or to assist the University in meeting its educational and institutional mandate.

More specifically, Sabbaticals enable faculty to devote an extended period of time to cultural production, research work or similar endeavours; and/or acquire relevant experience in areas related to their specialization, with the objective of enabling them to make their teaching activities more complete and/or more appropriate to the curricular needs of the College. However, except by mutual consent of the university and the faculty member, there shall be no expectation to develop new courses while on Sabbatical.

### Eligibility

Tenured faculty are eligible to apply for Sabbaticals if they have:

- > served as Tenure-track or Tenured faculty for a minimum of six (6) years since joining the university;
- > served as Tenured faculty for a minimum of six (6) years since their last full-year Sabbatical; or
- > served as Tenured faculty for a minimum of three (3) years since their last half-year Sabbatical.

In exceptional circumstances, consideration may be given to applications from faculty who do not fully meet eligibility requirements with respect to years served at the university. In such cases where a faculty member is granted an early Sabbatical leave, he/she will still be required to fulfill outstanding years of service in addition to the full qualifying period for Sabbatical prior to being eligible for a future Sabbatical.

Sessional, CLTA, Continuing and Tenure-track faculty are not eligible for Sabbaticals. However, years served as Tenure-track faculty are included as part of the Sabbatical qualifying period for Tenured faculty.

Leaves are not included as part of the Sabbatical qualifying period.

### Applications

Human Resources will notify faculty in writing of their eligibility to apply for a Sabbatical, and will make every effort to do so by April 1<sup>st</sup> (i.e. 15 months in advance of the Academic Year for which individuals first become eligible to take a Sabbatical).

Tenured faculty who wish to apply for a full or partial Sabbatical must submit the following to the Dean of Faculty, with a copy to the Vice-President, Academic as Chair of the Professional Development Committee:

- > a letter of intent normally within a month of notification of eligibility, but no later than May 1<sup>st</sup> (i.e. 14 months in advance of the Academic Year in which they wish to take a Sabbatical); and
- > a formal written proposal no later than July 1<sup>st</sup> (i.e. 12 months in advance of the Academic Year in which they wish to take a Sabbatical).

The written proposal for a Sabbatical shall include the following: < a statement regarding years of service and a summary of the faculty member's professional activities and dates of prior Sabbaticals and Professional Development activities, if any; < a proposal that identifies the creative or scholarly purposes and activities of the proposed Sabbatical, its significance and potential benefits, and the anticipated outcome of the proposed activities; and < other relevant information, which may include letters of support.

### Procedure for Granting Sabbaticals

Applications for Sabbaticals are reviewed by a Professional Development Committee, consisting of the following:

- > Vice-President, Academic, or designate (Chair, non-voting);
- > All Deans of Faculty;
- > 2 Teaching Faculty selected by the Chair from each Faculty's Peer Representatives (for a total of 6), who are not under consideration that year for a Sabbatical; and
- > 1 Human Resources representative (non-voting) as an advisor re process.

In making decisions to grant, defer, or deny Sabbaticals, the Professional Development Committee bases its decisions on:

- > the content and quality of each proposal;
- > the merits of each proposal and its relevance to the faculty member's teaching duties and professional practice/research;
- > the relevance of each proposal to the university's educational objectives;
- > recommendations regarding Professional Development arising from the faculty's Performance Reviews;
- > faculty members' previous Professional Development opportunities, including prior Sabbaticals (if any), which may include reports on accomplishments during such prior Professional Development;
- > faculty members' years of service; and
- > faculty members' record of service.

## **OCAD – Sabbatical Policy**

Once approval is granted for a half-year or full-year Sabbatical, its scheduling is determined by mutual agreement of the faculty member and the Dean of Faculty. In the event a sabbatical application is found to be meritorious but is not approved due to insufficient funds, such application may be resubmitted the following year, and will be given priority consideration.

Sabbaticals may be granted each Academic Year by the Professional Development Committee in accordance with the criteria outlined above, with total sabbatical salaries not to exceed in any Academic Year a maximum amount calculated, as follows: C2 salary multiplied by 80 percent multiplied by six Maximum-Load faculty (or the equivalent number of Partial-Load). Unused Sabbatical funds, if any, shall be carried forward to the following Academic Year, to a maximum of \$50,000.

In the event that a Sabbatical Appeal is successful and the associated costs exceed the remaining Sabbatical funds for that Academic Year, such costs may be charged against the Sabbatical funds for the following Academic Year.

The Chair of the Professional Development Committee will notify the faculty member of the Committee's decision, in writing, and will make every effort to do so within 14 calendar days following the relevant Committee meeting. The Chair's letter will include, in addition to the Committee's decision, an assessment from the Committee of the Sabbatical proposal and/or recommendations for applying in a subsequent year.

### **Appeal of Sabbatical Decisions**

Faculty who disagree with a Professional Development Committee decision concerning awarding of a Sabbatical, may submit a Request for Sabbatical Appeal to Human Resources within 14 calendar days following notification of the decision which the faculty member wishes to appeal.

The President (or designate) will investigate the Professional Development Committee's decision-making process and, within 10 business days of receipt of the Request for Sabbatical Appeal, make a determination to reject the Appeal in writing or instruct the Committee to reconsider its decision.

If the President (or designate) instructs the Committee to reconsider its decision, the Committee must do so within 21 calendar days, and report back to the President (or designate).

Within 14 calendar days of the reconsidered Committee decision, the President (or designate) renders a Final Decision.

### **Remuneration**

Sabbatical salaries consist of 80 percent of the faculty's average salary over the Sabbatical qualifying period (three or six years). Such calculation shall include salary from teaching, course releases, and administrative stipends.

Faculty may augment their income during a Sabbatical without limit provided that doing so does not detract from their production or research activities.

Faculty on a Sabbatical maintain their workload rights as outlined in the Memorandum of Agreement.

As a condition of the Sabbatical, faculty granted a Sabbatical are required to return to the university and perform at least two (2) Academic Years of further service.

Within two (2) months of returning to the university from a Sabbatical, a faculty member must submit to the Dean of Faculty satisfactory written evidence of having carried out the purpose(s) for which the Sabbatical was granted. In addition to a comprehensive Sabbatical report, faculty returning from Sabbatical are required to give a general presentation to their colleagues and other members of the university community, including students, and/or hold an exhibition of the work accomplished during the Sabbatical.