



## **SABBATICAL GUIDELINE**

### **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 University. 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 Probationary 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 Sabbatical in order to take a full-year Sabbatical; or
- served as Tenured faculty for a minimum of three (3) years since their last Sabbatical in order to take a half-year Sabbatical.

Sessional, Teaching-Intensive Stream, 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.

With the exception of legislated leaves under the Employment Standards Act, leaves of Absence or temporary reductions to workload are not included as part of the Sabbatical qualifying period.

### **Applications**

The Office of the Vice-President, Academic and Provost will notify faculty in writing of their eligibility to apply for a Sabbatical, and will make every effort to do so by August 1<sup>st</sup> (i.e. 11 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 a completed Application for Sabbatical form to the Dean of Faculty, with a copy to the Vice-President, Academic and Provost by no later than September 1 (10 months in advance of the commencement of the sabbatical).

Written proposals for Sabbaticals includes the following:

- a statement regarding years of service and a summary of the faculty member's professional activities and dates of prior Professional Development activities, including Sabbaticals, 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;
- 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 and Provost, or designate (Chair, non-voting);
- All Deans of Faculty;

- 2 faculty selected by the Chair from each Faculty's Faculty Representatives (for a total of 6), who are not under consideration that year for a Sabbatical

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;
- faculty members' previous Professional Development opportunities, including prior Sabbaticals (if any), which may include reports on accomplishments during such prior Professional Development; and
- faculty members' record of service.

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.

For Sabbatical proposals, the Chair's letter will include, in addition to the Committee's decision, an assessment from the Committee of the 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 the Office of the Vice-President, Academic and Provost within 14 calendar days following notification of the decision which the faculty member wishes to appeal.

The Vice-President, Academic and Provost (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 Vice-President, Academic and Provost (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 Vice-President, Academic and Provost (or designate) renders a Final Decision.

### **Sabbatical Funding**

Sabbatical salaries shall be calculated on the basis of 80 percent of the faculty salary for the academic year in which the sabbatical year is taken. Such calculation shall include salary from teaching, course release, and administrative stipends. Sabbaticals may be granted each Academic Year by the Professional Development Committee in accordance with the criteria, with total sabbatical salaries not to exceed in any Academic Year a maximum amount calculated as follows: C2 salary x 80% x 7 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.

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. Full year sabbaticals may be rescheduled in two consecutive academic years. 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.

### **Additional Information**

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.