

# **CREIGHTON UNIVERSITY**

## **Heider College of Business**

### **SABBATICAL AND LEAVE POLICIES**

**(Effective August, 1999; Rev. 2013)**

#### **LEAVE OF ABSENCE POLICY**

Faculty members of the College of Business Administration may request an unpaid leave of absence for personal or professional reasons. Such requests should be discussed with one's department chair and then made in writing to the Dean. Such leave normally is not to exceed one year. The Dean will determine whether such a leave will be granted. If the leave is granted, the Dean will also determine under what conditions it will be granted.

Application for a leave should include the purpose of the leave and an indication of how the faculty member's courses will be covered during the leave. It should also include a statement of support from the department chair.

During a leave of absence the faculty member ordinarily receives no salary or fringe benefit support from the college or from Creighton University. This is in contrast to a sabbatical in which such support continues. The intent of a sabbatical is to provide periodic and systematic professional renewal to faculty. The purpose of a leave of absence is to provide faculty with the ability to seize unexpected opportunities for professional development or to have the flexibility to explore changes in professional status in either a different position, industry, or university.

#### **SABBATICAL LEAVE POLICY**

##### **Nature and Purpose of Program**

The sabbatical leave program of the College of Business Administration is intended to provide a period of renewal for college faculty. Sabbaticals are expected to result in improvements in teaching and/or enhanced intellectual contributions. Sabbaticals are an opportunity provided by the college that benefits both the faculty member and the college. The benefits to the faculty member include renewed enthusiasm for his/her discipline and profession, an enhanced skill set, and increased job satisfaction. The benefits to the college include higher faculty morale and performance, an enhanced reputation in the academic community, and an improved student educational experience. (In the special case of a faculty member who is not meeting college expectations in either teaching or intellectual contributions, the goal of the sabbatical should be to bring performance up to college expectations.)

## **Eligibility**

Ordinarily, to be eligible for a sabbatical, a faculty member must be tenured, have attained at least the rank of Assistant Professor, and have completed seven years of full-time service to the university and six years of service since his or her last sabbatical.

The name of the eligible faculty member is placed on the rotating sabbatical list maintained by the Dean of the College. On the basis of this list, the college extends invitations to eligible faculty. It is the goal of the college that by the year 2003, a faculty member can expect a sabbatical opportunity to arise every seven to eight years. Requests that are made more frequently than the norm, or exceed the availability of college resources, may be eligible for a Leave of Absence (see above).

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.

If a faculty member does not respond to the sabbatical invitation by the stated deadline, s/he may later request a sabbatical but her/his eligibility is placed behind that of the other faculty members who become eligible in the calendar year of the faculty member's request. The faculty member may request a one-year deferral, in which case s/he will be eligible again the following year. However, if a sabbatical is deferred three times in succession, the faculty member loses eligibility and will not be eligible again for another three years from the last deferral. For faculty members holding administrative appointments, an unlimited number of deferrals without penalty may be granted with the approval of the Dean.

## **Application Process**

By September 1 of each academic year, the Dean sends invitations to the five eligible faculty members who are at the top of the sabbatical list. They will be invited to submit a proposal by November 1. Other faculty who are eligible for sabbatical may submit proposals, but those who are invited will receive higher priority. An invited faculty member has until September 15 to turn down the invitation. Otherwise a proposal will be expected by November 1. If a faculty member declines the invitation, the next person on the list will be invited, and will have until November 15 to submit a proposal.

A proposal should include the following:

- A. Goal(s) of the sabbatical and rationale
- B. Sabbatical program description [i.e., how the goal(s) will be accomplished: what, when, where] and time period requested
- C. Supporting documents:
  - 1. Letter of support from department chair
  - 2. Curriculum vitae
  - 3. If collaborative work is proposed, a letter of support from collaborator(s)
  - 4. If work for another entity (university, organization, agency, corporation) is proposed, a letter of invitation or agreement from that entity
  - 5. If participation in a seminar or workshop is proposed, a copy of the brochure
  - 6. On-campus facilities required
  - 7. Arrangements made for covering courses during sabbatical

Faculty members should discuss their sabbatical plan and proposal with their department chair and get the department chair's support before submitting their proposal to the Dean. Sabbatical requests will be referred to the appropriate College Committee, as determined by the Dean. The reviewing committee gives feedback to the applicant and works with the applicant to make sure the proposal meets college expectations and will result in a sabbatical that yields high return to both the faculty member and the college. The committee will take into account the progress the applicant made on proposals during previous sabbatical leaves. The committee makes its final recommendation to the Dean by January 15. By February 1 the Dean conveys a final decision directly to each applicant and makes a public announcement of the recipients of sabbaticals for the coming year. The committee will make abstracts of approved sabbatical proposals available to the entire faculty.

By February 1 the Dean will inform faculty members who are two years away from eligibility that they can expect to receive such an invitation the following year so that they might begin preparing their proposal.

### **What Faculty Member Agrees To Do**

Faculty members are expected to pursue the sabbatical plans outlined in their proposal. Faculty members will submit a written report on the sabbatical to the Dean and the reviewing committee within six weeks of its conclusion. The report should summarize the faculty member's activities during the sabbatical and describe the progress made toward 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 the faculty at the next annual faculty colloquium.

While on sabbatical the faculty member is on official leave from all regular classroom, departmental, and institutional duties. Faculty 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 or she ordinarily teaches and the transfer of advising duties to colleagues in the department. During the leave period, the faculty member will devote full-time effort to the sabbatical project.

An important objective of the sabbatical is to enhance the quality of classroom instruction at Creighton. When a faculty member accepts the support of a sabbatical, he or she assumes the obligation to return to full-time teaching in the College of Business Administration at Creighton University for at least one year.

### **What College Agrees to Do**

A tenured faculty member will receive financial support from the College equal to full salary for one semester. In addition, the College will make available the same travel and faculty development funds provided for the benefit of the general faculty, and will continue to contribute a full share to his or her fringe benefits package. Where necessary, the College will also provide the funds to hire replacement faculty. The college does not have the resources to pay a summer stipend for sabbaticals. Therefore, persons anticipating a sabbatical should also apply for a summer research grant from the college for the summer adjacent to their sabbatical semester. The Dean has the option to provide additional support to a sabbatical project as s/he deems it appropriate.

The usual sabbatical period will include one semester and the adjacent summer. The Dean has the option to extend the sabbatical period over a full year if circumstances warrant. In that event, however, the total financial support from the College would remain the same as that described above for a normal sabbatical.