



NUMBER: 365

SUBJECT: SABBATICAL LEAVE—FACULTY

EFFECTIVE DATE: AUGUST 15, 2005

EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011

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### ***365.1 — POLICY***

A sabbatical leave is a professional leave of absence with compensation for faculty members for a year or fraction thereof, as determined by the Campus; for the purpose of renewing, updating, and broadening the individual's teaching, research, or professional skills and knowledge. **In general, Bridgerland Applied Technology College (BATC) does not approve or regularly authorize sabbaticals.** The Campus President, however, may review the facts and circumstances of a particular application for sabbatical from a benefits eligible employee of BATC and may elect to approve or authorize a sabbatical. Access to a sabbatical leave is not an entitlement and will only be approved in situations when the Campus President has determined that there will be some significant long-term benefit to BATC that is gained by the granting of a specific, rarely issued, sabbatical.

Credit toward sabbatical leave begins the day a benefits eligible employee (instructional faculty only) begins employment as a benefits eligible instructor. A sabbatical leave shall not be granted until a benefits eligible employee has been continuously employed by BATC for at least six (6) years. No more than one (1) sabbatical leave (total time equal to one (1) year) will be granted to any individual benefits eligible employee while employed by BATC.

A faculty member on sabbatical leave is eligible for advancement in rank but is not subject to any cost-of-living or general salary adjustments received by other faculty members of BATC during the term of the sabbatical.

Faculty members are strongly encouraged to use sabbatical leave for advanced study or research at an institution with a distinguished reputation or for significant professional association with a reputable organization.

### ***365.2 — PROCEDURES***

#### ***365.2.1 — Application for Sabbatical Leave***

Application for sabbatical leave shall be made by a written request giving justification, objectives, place, and other details of proposed activities during the leave period. Faculty members planning for sabbatical leave should consult with their department head or supervisor to determine that their plans are feasible before any commitments are made involving the individual or BATC. After consultation with the department head or supervisor, the application for sabbatical leave shall be forwarded to the appropriate Vice President for approval. After approval at this level, the application shall be forwarded to the Campus President, who is the only final authority for approval of a sabbatical request.

Applications for sabbatical leave describing the proposed activity and specifying the personal, professional, and institutional benefits which will result shall be submitted to the Campus President by February 14 each year, for sabbaticals planned for the following full fiscal or academic year. Applications for sabbatical leaves of shorter durations must be submitted to the Campus President six (6) months prior to the beginning of the proposed leave.

#### ***365.2.2 — Sabbatical Leave and Scheduling***

As far as possible, departmental schedules shall permit eligible faculty members to take sabbatical leaves. Departmental schedules shall minimize the disruption of departmental programs and activities caused by sabbatical leaves. Requests for leaves from faculty members of small or large departments shall receive equal consideration.



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**365.2.3 — Sabbatical Leave Compensation**

Compensation for sabbatical leave shall be calculated as a portion of the monthly base salary for the months taken as sabbatical leave under the following schedule:

Twelve (12)-month sabbatical	80% monthly base salary
Two (2) calendar quarter sabbatical	80% monthly base salary
One (1) calendar quarter sabbatical	100% monthly base salary

A faculty member is covered by benefits while on sabbatical leave, providing the usual premium deductions, if any, for same are made from his or her salary.

**365.2.4 — Sabbatical Leave and Other Employment**

A faculty member who is on sabbatical leave may accept a fellowship, an assistantship, or professional employment in his or her field of specialization. BATC shall not be obligated to pay more than that amount of sabbatical compensation, which, when added to the outside source of compensation, will equal 100 percent of the faculty member's full regular salary for the period of the leave, after adjustment for regional cost-of-living difference. If an allowance for transportation is provided by the outside source, the amount of this allowance will be disregarded in computing the contribution to be made by BATC.

**365.2.5 — Sabbatical Leave and Employee Benefits**

A faculty member on sabbatical leave is covered by all employee benefits, except for the accrual of annual and sick leave. Annual leave is not earned and sick leave is not allowed to a faculty member while on sabbatical leave. However, any annual leave and/or sick leave accrued by a faculty member at the commencement of sabbatical leave will remain to the faculty member's credit until he or she returns to professional service for BATC, after which, unused annual or sick leave shall be subject to the annual leave and sick leave provisions of Section 300.345 of the Policy Manual.

**365.2.6 — Responsibilities Upon Return from Sabbatical Leave**

Acceptance of a sabbatical leave binds the faculty member to return and to remain in the service of BATC for at least two (2) full fiscal years. If the faculty member fails to return to the service of BATC, he or she shall reimburse BATC for the sabbatical leave salary received. At the conclusion of the sabbatical leave, a written report shall be presented to the department head or supervisor, Vice Presidents, and the Campus President.

**365.3 — RESPONSIBILITIES****365.3.1 — Department Heads, Supervisors, Vice Presidents, and the Campus President**

Department heads, supervisors, Vice Presidents, and the Campus President are responsible for approving/disapproving sabbatical leave requests according to the provisions of this policy and ensuring that the requested leave is in the best interest of both the individual faculty member and BATC.