

Sabbatical Leave

a. Definition

Sabbatical leave is paid time exempt from normal duties granted to faculty members for the accomplishment of professional development programs.

b. Eligibility

Tenured faculty members and senior instructors who have completed six successive academic years of full time service at the College of Charleston since initial appointment or since a previous sabbatical leave may apply in the sixth year for sabbatical leave to commence during the following year. Unless specifically requested and granted by the President at the time a leave of absence was taken, years of leave do not count toward the six successive years of full time service required for a sabbatical leave.

c. Purpose

Sabbatical leaves are granted exclusively for the professional development of the faculty so they may improve their knowledge and competence through research, study or artistic development. Appropriate sabbatical leave activities include, but are not limited to (1) conducting research, (2) writing for professional publication, (3) engaging in graduate or post-doctoral study at an institution of higher education. Sabbaticals are not a right awarded to the profession; they are not a reward for past performance; and they are not a program for personal renewal.

d. Duration and Pay

Sabbatical leave may be granted for the academic year at one half year's salary or for one semester at full salary. Normally, a faculty member on sabbatical leave will relinquish all administrative duties (and associated stipends) in which he or she might otherwise be engaged. Faculty anticipating a sabbatical are encouraged to secure funding for their sabbatical projects through external grants. Normally, compensation for services including sabbatical leave salary during the period may not exceed the faculty member's salary for an equivalent period at the College. During the sabbatical leave, the College will continue both

payroll deductions and employer's contributions, as determined by the sabbatical year salary, for medical insurance, FICA, retirement and any other programs that may be applicable.

- e. The exact procedures and criteria for sabbatical leave are available from the Office of Academic Affairs (Office of the Provost). Each faculty member accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless this requirement is waived by the Provost. An application packet, including cover letter addressed to the President, should be submitted to the Office of the Provost. All recipients of sabbatical leave must submit a Final Report to the Provost within two months after returning to the College describing all activities and work conducted during the sabbatical leave as well as the degree of success achieved in meeting the obligations set forth in the application.