

POLICY IN REGARD TO SABBATICAL LEAVES AT JOHN BROWN UNIVERSITY

- I. GENERAL CONCEPT OF PURPOSE: The taking of a sabbatical leave should be regarded as a privilege rather than a right and should be utilized as a means of personal enrichment toward enhanced service in John Brown University's instructional program.
- II. BASIC ELIGIBILITY: To be eligible for a sabbatical leave, a Faculty member shall have met these conditions:
 - A. Served satisfactorily as a member of the Faculty for six years;
 - B. Attained the Faculty rank of Assistant Professor.
- III. PERIOD OF LEAVE: May extend for one semester or two semesters.
- IV. STIPEND (Revised by EPC action on January 27, 1982): Faculty on a one-semester sabbatical will receive their full contracted salary for the year; faculty on a two-semester sabbatical will receive one-half of the contracted salary for the year.
- V. PROCEDURES:
 - A. The feasibility of a sabbatical leave should be discussed with the Vice President for Academic Affairs (VPAA) approximately one year in advance of the anticipated beginning of the leave.
 - B. After determining receptivity of an application, the applicant, in consultation with the department head and the college dean or division chair, prepares a letter of application. College deans or division chairs are to submit a supporting document in regard to covering those classes should the sabbatical be approved.
 - C. The application letter will set forth specific dates for which leave is requested and a proposed program consisting of personal enrichment for instructional effectiveness through such activities as research, writing, advanced study in the teaching fields, and/or acceptable travel.
 - D. The letter of application, signed by the department head and the college dean or division chair should be submitted electronically with this signed policy statement to the Academic Office by the date requested each fall for sabbatical applications.
 - E. Considerations in evaluating a sabbatical proposal will be availability of funds, replacement possibilities, and especially the quality of the proposed project, as determined by a review committee of the VPAA, appropriate deans, an outside reviewer, and representatives from the Faculty Development Committee. Final approval will rest with the VPAA and the President.
 - F. After approval of the planned sabbatical program, the faculty member must make arrangements with the Business Office for continuance of faculty benefits during the sabbatical. The University will continue to pay all benefits in the same manner as if the faculty member were actively teaching. Sabbatical participants should be aware of exclusions from coverage of JBU insurance (travel, liability, workers compensation, and auto) when traveling in locations where the U.S. Department of State warns U.S. citizens to avoid travel. JBU will not cover the uninsured financial or personal risks of traveling or working in such locations. Please refer to the Employee Handbook and to Human Resources for more information.
 - G. A written evaluation of the sabbatical experience must be submitted to the college dean or division chair to be included in the Annual Report. Faculty approved for sabbatical are requested to apply for the Balzer Lecture.
 - H. The applicant agrees to return to John Brown University to continue employment immediately following the sabbatical leave for the following term of service: a one-semester sabbatical for one year continued employment; a two-semester sabbatical for two years continued employment. (Approved by UGC, February 2009, and Cabinet, March 2009).
 - I. **If the applicant voluntarily terminates employment prior to the completion of a term of service (see "H" above) to JBU, applicant agrees to reimburse to JBU the salary paid during the sabbatical, including fringe benefits.**

In accepting my sabbatical leave, I accept and understand all conditions stated above.

NAME

DATE

This signed form, accompanied by the application and supporting documents, is to be submitted to the Office of Academic Affairs.

Sabbatical leave for _____ during the _____ semester(s) of the academic year _____

is approved not approved.

Vice President for Academic Affairs & Dean of the Faculty

Date

President

Date