Marywood University

Policies and Procedures

Sabbatical Leave for Faculty Policy

Policy Statement:
Sabbaticals are intended to be a means of faculty development, mutually beneficial to the individual faculty member, to the department of which the applicant is a member, and to the advancement of the University's goals and objectives. The sabbatical leave allows released time from regular duties for faculty members to be able to engage in research, study, scholarly writing, professionally related travel or other forms of professional development that will contribute to their growth as teachers and scholars.

Eligibility
Sabbatical leave is available to tenured or Professor of Practice (POP) faculty members who have served a minimum of six consecutive years as full-time faculty members and at least achieved the rank of Associate Professor at Marywood University. Faculty members are eligible for subsequent sabbatical leaves following an additional six years of consecutive service. The number of sabbaticals granted will be dependent on the needs of the departments/schools and colleges of the University and finances at the time.

Criteria
Prime consideration in selecting a candidate will be given to the quality of the proposal presented and its expected benefits not only to the candidate's relevant professional development, but also to the goals and development of the University, the college and the department. Other considerations will include the timeliness of the proposal, the length of service of the applicant, the priority due first sabbaticals, the denial of a previous request because of limited funds, and the ability of the institution to provide the resources needed to provide the faculty member's courses necessary for student progression toward degree completion.

Compensation
While on sabbatical, the faculty member may receive full salary for one-half year or half salary for a full year. Benefits are continued in proportion to salary during the sabbatical. Retirement benefits may continue provided the employee is receiving compensation from Marywood University from which pre-tax contributions may be deducted. If the individual is serving as a visiting professor and is entitled to benefits at another institution, s/he would not receive benefits from Marywood.

There is an obligation to return to the University for at least one year following the leave. If the faculty member does not return, s/he is liable for repayment of the salary and benefits paid during the sabbatical.

Time spent on sabbatical will be counted toward promotion and merit compensation, if applicable.

Definitions:
N/A

Procedures:
The application for a sabbatical may be obtained from the Marywood University Online Forms page. An eligible faculty member who wishes to apply for sabbatical leave must submit a completed application to

the Dean by October 15 of the academic year preceding the sabbatical, after discussing the proposal with the head of the department or the administrator of the school and the appropriate academic Dean. Within a week of receipt, the Dean must forward the application package to the Chairperson of the Faculty Sabbatical Committee.

The applicant will attach to the proposal a letter from the head of the department, or the academic Dean as the case may be, containing a description of how courses or essential duties will be covered and resources needed, if any.

The Faculty Sabbatical Committee will make its recommendation to the Chief Academic Officer by December 1. Sabbaticals are granted by the President of the University, notifying the applicants no later than January 30.

A faculty member who takes a sabbatical leave is required to file a report of his or her activity with the Faculty Sabbatical Committee, the department head, the appropriate Dean, the Chief Academic Officer, and the Vice President for Finance and Administration within three months of the end of the sabbatical leave.

History:
07/01/89 – Reaffirmed with publication of Faculty Manual
04/22/10 - Revision approved by the President of the University as recommended by the Policy Committee of the University
05/10/16 – Revision to policy reflects current practice by TIAA, Marywood's retirement plan provider. Revision was approved by the President of the University as recommended by the Policy Committee of the University.
05/05/17 – Revision to policy and corresponding application form approved by the President of the University as recommended by the Policy Committee of the University.
12/04/19 – The President of the University approved the recommendations made by the Academic Council at their November 20, 2019 meeting changing the name of the University Standing Committee involved with this policy from the Faculty Development Committee to the Faculty Sabbatical Committee and clarifying eligibility of tenured Faculty Members and Associate Professors of Practice (POP).
12/16/24 - Non-substantive language changes approved by the President of the University.

Related Policies:
Policy – Goals and Objectives of the University
Policy – Evaluation of Faculty Member
Policy – Promotion of Faculty Member
Policy – Faculty Development
Policy – Professional Leave of Absence
Policy – Sabbatical Leave for Administrative and Professional Staff
University Standing Committee – Faculty Sabbatical Committee

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel