

11/1/11

Faculty colleagues,

I am writing with information regarding the procedure for sabbatical leave requests for the 2012-13 academic year.

The Faculty Manual specifies a January 1 deadline for sabbatical leave requests for the subsequent academic year. We can accommodate requests received in my office by Monday, January 9, 2012. Faculty members with pending tenure cases and upcoming reappointment reviews should submit their requests by this deadline, with the understanding that approval of the sabbatical leave is contingent on passing the review. Please understand that we may not be able to accommodate late requests for sabbaticals on account of staffing considerations.

Guidelines for sabbatical leaves are given in the Faculty Manual, Section II:

http://www.union.edu/Academics/AcademicAffairs/GovernanceCommittees/FacultyManual/2011-12/FM_Section_II.pdf#page=36

Please follow this procedure in submitting a sabbatical request:

- (1) If your chair is not aware that you plan to apply for a sabbatical, please let him or her know of your plans as soon as possible.
- (2) If you have not filed a sabbatical report for your last sabbatical with my office, please do so before submitting your sabbatical request.
- (3) Please use the form, provided by the Faculty Review Board, for your sabbatical request. This memo and form are available on the Academic Affairs web site under Policies & Forms. Please note the last page of this memo, regarding faculty obligations associated with sabbatical leaves.
- (4) Forward your sabbatical request by email to your department chair, with a request that the department chair forward it to me (by email) along with page two of the attached form indicating approval of your request. If you are a department chair requesting your own sabbatical, send your sabbatical request to David Hayes, Dean of Academic Departments. He will forward it to me with his approval.

Many thanks for your attention to the procedures and deadline (January 9, 2012.) Please let me know if you have any questions.

Best regards,
Therese

Therese A. McCarty
Stephen J. and Diane K. Ciesinski Dean of the Faculty and
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Faculty Obligations Associated with Sabbatical Leaves
Based on Faculty Manual, Section II
Pages 36-39 (web version)

1. Upon return from a sabbatical leave of absence, the faculty member is expected to submit a report of activities during the sabbatical leave to the Dean of the Faculty. A faculty member may not be considered for a sabbatical leave if the report for the previous sabbatical has not been filed.

2. Since the purpose of a sabbatical leave is to improve the faculty member's competence as a teacher-scholar at Union, the College expects that anyone granted sabbatical leave will return to teach here for at least one year after termination of the leave.

To clarify the intent of this Faculty Manual language, the Dean of the Faculty, in consultation with the Faculty Executive Committee, wishes to affirm that a faculty member who does not return to the College for at least one year following a sabbatical leave has an obligation to compensate the College accordingly. If a faculty member anticipates not returning, he or she should contact the Dean of the Faculty promptly to discuss compensation options.

3. Any teaching or consulting to be done on sabbatical must be demonstrably part of the overall plan of professional growth and must be approved, in advance, by the Dean of the Faculty.

4. If a faculty member's sabbatical plans change following approval of a sabbatical leave, then the faculty member must notify the Dean of the Faculty in writing and obtain approval for the changed plans. The Dean may consult the Faculty Review Board before approving such a change in plans.

Sept. 2010