COVER LETTER FROM DEANS TO DEPARTMENT HEADS

The sabbatical policy requires that Chairs complete a “Course Coverage form”. The completed form, which is due at the same time as the application and the Departmental Letter, should be submitted electronically via the Office of Research and Sponsored Programs webpage.

The goal of this “form” is to monitor the impact of sabbaticals and other leaves on full-time coverage so that we can, in turn, maintain our full-time coverage even while encouraging sabbaticals. The goal of full-time coverage (especially tenure/tenure-track coverage) is to maintain the high quality of our students’ learning, even as sabbaticals help assure the high quality of faculty learning.

Recall, in particular, that the senior sabbatical policy requires that no more than “roughly one sixth” of a department’s tenured and tenure-track faculty may be on leave at any given time (Section I). Since some leave applications (e.g., sick leave) cannot be anticipated, Chairs reports to the Dean may need to be regularly updated.

The sabbatical policy further states that “On occasion, in a given year a department may have more faculty eligible for sabbaticals or applying for leaves than the coverage ratios allow. In such a case it is expected that the faculty members will collegially discuss the situation with each other and with the Department Chair, and come to a resolution. In some cases one or more faculty may decide to wait an extra year before submitting an application, thereby delaying their sabbatical application (and future sabbatical eligibility) by a year. In other cases, all the eligible faculty may decide to submit applications and address the coverage issue if and when their applications are approved; in this instance one or more faculty would need to defer the approved sabbatical. The issue should be resolved within the department. If necessary, the appropriate Dean can assist the department in addressing the situation.” Consideration must also be given to tenure-track faculty members. According to the Tenure-track Research Leave guidelines, “if coverage issues arise within a department due to the number of Tenure-track Research Leaves and senior faculty sabbaticals, preference should be given to the tenure-track faculty”. When necessary, the senior sabbatical guidelines give Deans the authority to approve exceptions to the one-sixth rule (Section I).

“Ordinarily departments cover courses of faculty on sabbatical by a combination of the following: increasing the sizes of some sections, offering fewer electives, and hiring per-course adjuncts to teach some courses.” Depending on the money available internally (e.g., monies available from faculty taking full-year sabbaticals at 70% of salary) and externally (external grants), Chairs should initiate a conversation with the Dean regarding whether a Position Announcement Authorization should be submitted.

If questions arise while filling out the “Course Coverage Form” questions, please consult with your Dean.

1. GENERAL INFORMATION: The name of the Department, number of tenured and tenure-track faculty (T/TT), and number of full-time affiliate faculty already approved to teach in the department next year.

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| --- | --- | --- | --- |
| DEPARTMENT | # OF T/TT FACULTY | ONE SIXTH OF T/TT FACULTY | # OF FULL-TIME AFFILIATE FACULTY APPROVED FOR NEXT YEAR |
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2. INFORMATION ABOUT FACULTY APPLYING FOR SABBATICALS OR OTHER LEAVES: the names of the faculty members applying for sabbaticals or receiving other leaves (including personal leaves); the semesters for which they are applying; names of any grants for which this faculty member has applied; dates when faculty will be notified if they have received the grant; the number of courses they usually teach in the semester/year for which they are applying.

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| FACULTY NAME | TYPE OF LEAVE  (SFS = Sr. Fac. Sab;  TTRL = Tenure-track Research Leave;  Prof = professional;  Pers = personal) | TERM REQUESTED  (f = fall;  s = spring;  yr = year) | NAME OF ANY GRANTS | GRANT NOTIFI-CATION DATE | # OF COURSES USUALLY TAUGHT |
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3. “ROUGHLY ONE SIXTH RULE”. If the number of faculty applying for a sabbatical or other leave exceeds one sixth of the department’s T/TT faculty, how does the department plan to adhere to the “roughly one sixth” guideline? For example, who will or might defer their sabbatical?

4. REPLACEMENTS: How does the department plan to replace all faculty who may be on sabbatical or other leave?

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| --- | --- | --- | --- | --- | --- |
| Replacement strategy 🡺  FacultY | # Sections taught per semester/ year | # Sections usually taught that will not be offered | # Sections whose size will increase | # Sections TO be covered by per course affiliates? | Other |
|  |  |  |  |  |  |
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5. POSSIBLE ISSUES OR CHANGES: Sometimes some of these questions will be difficult to answer - if, for example, a faculty member’s sabbatical application depends on acquisition of a grant about which the faculty will not find out until late in the year. In such cases, departments may have to develop an alternate plan (e.g., “if we learn in April that Professor Adams receives this grant, … ”).