

**SENIOR SABBATICAL LEAVE  
GUIDELINES AND REVIEW PROCESS  
Approved by the Academic Senate May 4, 2004**

**A. PURPOSE**

Loyola subscribes to the statement of the purposes of a productive sabbatical policy made by the American Association of University Professors in the 2001 edition of its Policy Document and Reports:

Leaves of absence are among the most important means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of [sabbatical] leaves is therefore of vital importance to a college or university, and it is the obligation of faculty members to make use of available means, including [sabbatical] leaves, to promote their professional competence. The major purpose is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel. (p.278)

**A sabbatical is awarded only for a proposal of high quality as judged by peers within and outside the applicant's department. No matter how deserving or successful a faculty member may be, he or she will not be granted a sabbatical if his or her proposal is not meritorious. It is important, therefore, that an applicant invest the time and effort necessary to produce a proposal of high quality.**

**B. TYPES OF SABBATICALS**

Sabbatical Leaves are normally granted to provide time for preliminary or continuing research, pedagogical initiatives, and/or writing. Research projects may entail the following activities: 1) research preparatory to later publication; 2) writing for publication when the bulk of necessary research has been done or the project requires relatively little research; or 3) a combination of both activities. Teaching proposals entail a project or plan of activities designed to significantly enhance one's teaching.

**C. ELIGIBILITY**

Tenured full-time faculty members are eligible for sabbatical leave upon the satisfactory completion of six years in the service of the University since the academic year of the last sabbatical leave or since the date of employment.<sup>1</sup> Normally, the actual sabbatical leave, whether for one semester or an entire academic year, will occur in the academic year following the one in which the sabbatical application is approved.<sup>2</sup> As noted in Sections I and K, on occasion it is necessary for a faculty member to defer a sabbatical after it has been approved by the Vice President for Academic Affairs. In such instances when the deferral has the approval of the Department Chair and the Dean, the faculty member is entitled to apply for his or her next sabbatical in the academic year six years after the academic year in which the sabbatical was approved, not the academic year in which the deferred sabbatical was taken.

Faculty members receiving sabbatical leave are expected to return to the service of the University for at least one year following the year of the leave.

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<sup>1</sup> Special hiring arrangements may lead to exceptions.

<sup>2</sup> That is, assuming a sabbatical application is approved in the sixth year, a faculty member is eligible for the actual sabbatical leave in the seventh year.

#### **D. SABBATICAL PERIOD**

Sabbatical leaves are granted for one-half year with full salary, or for the whole year with 70 percent of salary. University-paid benefits, as part of compensation, continue at the University's expense for the duration of the leave. Life insurance and retirement benefits are based on the Loyola salary received during the sabbatical. Benefits that are independent of salary level are paid by the University. If applicable, faculty are responsible for paying their portion of benefit premiums. Faculty rank and other privileges are continued in the same manner as though the faculty member were teaching. Sabbatical leave time counts toward the years of service required for promotion or emeritus status.

Faculty are strongly encouraged to apply for a full-year sabbatical rather than a one-semester sabbatical because of its greater benefits to the faculty member. Many faculty returning from a single semester's leave have said that their time away was too short to accomplish their professional goals or to make them feel fully refreshed for their return to full-time teaching.

Faculty are encouraged to make use of the Office of Research and Sponsored Programs to identify and apply for outside funding to cover the remaining 30 percent of their salary. However, sabbatical approval is not contingent upon the success of an outside application.

In exceptional cases and with the approval of the Department Chair and appropriate Dean, faculty members may opt to take a full-year sabbatical in two non-consecutive semesters. This option is intended to help faculty and departments that face difficult personnel requirements for course coverage.

#### **E. APPLICATION**

Faculty should follow the Sabbatical Application Format which may be found on the Office of Research and Sponsored Programs website. The application must be submitted electronically via the Office of Research and Sponsored Programs website.

Unless a faculty member refuses permission, his or her successful application may be made available to future applicants. Examples of previously successful applications are available from the Office of Research and Sponsored Programs. A faculty member may find it useful to peruse this collection when preparing his or her own application.

#### **F. APPLICATION DATE**

In order to provide ample time for the departmental review (see H below), the applicant should distribute a final draft of the application to all tenured and tenure-track members of the department by September 1 of the year prior to the academic year in which the proposed leave is to begin. The applicant may revise this final draft, using comments and suggestions from department colleagues.

The application must be submitted electronically along with the Departmental Letter of support no later than 5 PM on the first Monday of October of the year prior to the academic year in which the proposed leave is to begin. Applications are reviewed by the Research and Sabbatical Committee, which makes recommendations to the Vice President for Academic Affairs, the Dean of Loyola College, the Dean of the School of Education, and the Dean of the Sellinger School of Business and Management. Applicants are ordinarily notified of the disposition of their applications by November 30.

#### **G. PROPOSAL CRITERIA**

As stated initially, no matter how deserving or successful a faculty member may be, he or she will not be granted a sabbatical if his or her proposal is not meritorious. It is important that an applicant invest the

time and effort necessary to produce a proposal of high quality as there will be an evaluation from the department, Research and Sabbatical Committee, the appropriate Dean, and the Vice President for Academic Affairs.

Proposals that involve research and/or writing (see B above) are evaluated according to the following criteria, which are posed here in the form of questions:

- Description of Objectives: Does the sabbatical project have a clearly defined purpose? Are the project objectives clearly stated?
- Importance of the Work: Will it make a significant contribution to thought and knowledge in the discipline? Has the applicant provided sufficient detail so that the Committee can effectively evaluate the proposal within the context of the applicable discipline?
- How the Work Will Be Accomplished: Does the applicant have a clear, carefully planned, organized research plan?
- How the Work Will Be Accomplished: Has the applicant conducted the appropriate preliminary investigation, if applicable?
- How the Work Will Be Accomplished: Has the applicant proposed a well-planned, clear methodology appropriate to the project? Is the methodology likely to accomplish the goal(s) of the project? Is the methodology suitable within the context of the discipline?
- How the Work Will Be Accomplished: Has the applicant secured access to research datasets, archives, primary sources, human subjects, organizations, etc., if applicable?
- Timetable: Does the timetable justify a semester or year-long leave?
- Timetable: Are the size and scope of the project appropriate for the amount of time requested?
- Future Plans: Is the statement of the applicant's future plans clear? Is it clear how the proposed project contributes to those plans?
- Likelihood of Completion: Has the applicant profited from previous research support, including sabbaticals, professional leaves, and/or grants for teaching or research from Loyola or elsewhere?
- Likelihood of Completion: Is the applicant's professional record the record of someone who completes planned projects? For example, was the applicant's last sabbatical completed successfully? Have summer research grants, if any, resulted in publications?
- Likelihood of Completion: If the previous sabbatical project was not completed or was significantly changed from the original proposal, give a brief explanation.
- Likelihood of Completion: If the applicant has not had a recent sabbatical or publication(s) provide other evidence of the likelihood that the project will be completed.

Proposals that involve a teaching project (see B above) are evaluated according to the following criteria, which are posed here in the form of questions:

- Description of Objectives: Does the sabbatical project have a clearly defined purpose? Are the project objectives clearly stated?
- Importance of the Work: Will the proposed project make a contribution to the applicant's teaching? Will it be of benefit to the department and student learning?
- How the Work Will Be Accomplished: Does the applicant have a clear, carefully planned, organized plan?
- How the Work Will Be Accomplished: Has the applicant conducted the appropriate preliminary investigation, if necessary?
- Timetable: Does the timetable justify a semester or year-long leave?
- Timetable: Are the size and scope of the project appropriate for the amount of time requested?
- Future Plans: Is the statement of the applicant's future plans clear? Is it clear how the proposed project contributes to those plans?

- Likelihood of Completion: Has the applicant profited from previous support, including sabbaticals, professional leaves, and/or grants for teaching or research from Loyola or elsewhere?
- Likelihood of Completion: Is the applicant's professional record the record of someone who completes planned projects? For example, was the applicant's last sabbatical completed successfully? Have teaching grants, if any, resulted in new or revised courses?
- Likelihood of Completion: If the previous sabbatical project was not completed or was significantly changed from the original proposal, give a brief explanation.
- Likelihood of Completion: If the applicant has not has a recent sabbatical or publication(s), provide other evidence of the likelihood that the project will be completed.

## **H. DEPARTMENTAL EVALUATION**

An application for sabbatical must be critically reviewed and receive the support of the faculty member's department. The Department Letter should include the results of a departmental review of the application and a departmental plan from the Chair for replacing the faculty member on leave. The viewpoints of all tenured and tenure-track faculty should be reflected in the letter. Hence, the Departmental Letter, attesting to the value of the proposed project, is an important part of a faculty member's application and helps to determine whether or not the application will be approved. Ordinarily the Departmental Letter is written by the Department Chair. If the applicant is the Department Chair, the appropriate Dean will appoint a member of the department to write the Departmental Letter. Members of the Research and Sabbatical Committee should recuse themselves from participation in all departmental processes regarding the sabbatical application.

The Departmental Letter should provide a detailed evaluation of the application itself. In evaluating an application, the Departmental Letter should address the questions listed in the Proposal Criteria section (see G above). Interpretation of these questions may vary among departments; for example, Fine Arts and Physics may respond to a question in different ways. The departmental evaluation should be forthright and comments should be clear and direct, even though this may sometimes be difficult. Department members are usually the best source for providing a critical evaluation of the proposed project as well as the feasibility of its timely completion. In some cases, it may be necessary to supplement departmental support of the application with external evaluations. The departmental evaluation provides important supporting evidence for the evaluation criteria used by the Committee as outlined in Sections G and J.

In addition to evaluating the proposal, the Chair should include a departmental plan for replacing the faculty member or otherwise compensating for this absence (see I below).

## **I. DEPARTMENTAL COVERAGE**

To insure that a department is able to adequately staff its courses and otherwise meet its obligations to students, a limited number of tenured and tenure-track faculty from a department may be on leave in any one semester. This includes sabbaticals, tenure-track research leaves, professional leaves, personal leaves, and family leaves. In sabbatical planning, chairs and departments should take account not only sabbatical leaves, but other leaves such as parental and professional. Roughly one-sixth of a department's tenured and tenure-track faculty may be on leave at any one time. The Dean may approve an exception to these coverage guidelines.

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.

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 affiliates to teach some courses. To assist the department in planning replacement coverage, the Chair should complete the Department Coverage Form, which is available on-line on the Office of Research and Sponsored Programs website. The completed form should be submitted electronically via the ORSP website. The Office of Research and Sponsored Programs will forward the information the Deans and Vice President for Academic Affairs with the applications.

**J. RESEARCH AND SABBATICAL COMMITTEE PROCEDURES**

After the deadline for submitting sabbatical applications has passed, a packet containing each of the submitted applications is distributed to each member of the Research and Sabbatical Committee. Each member of the Committee reviews the submitted applications and provides written comments incorporating the following assessment criteria which are based on Section G above:

Quality of the Proposal:

Description of the Objectives	1-4 Points	15% weight
Importance of the Work	1-4 Points	15% weight
How the Work Will Be Accomplished	1-4 Points	25% weight
Timetable	1-4 Points	10% weight
Future Plans	1-4 Points	5% weight
Likelihood of Completion	1-4 Points	30% weight

Committee members make individual recommendations as to whether an application should be “recommended,” “recommended with reservations,” or “not recommended.” The Committee meets no later than early-November to work toward its final recommendations.

After this November meeting, the Chair sends the Committee’s recommendations to the Academic Vice President, the Dean of Loyola College, the Dean of the School of Education, and the Dean of the Sellinger School of Business and Management. As noted above, each application is either “recommended,” “recommended with reservations,” or “not recommended.” In addition, the Committee Chair prepares summary comments about each proposal. These are based on the written comments from the members’ evaluation sheets as well as on any discussion that occurred at the November meeting.

**K. DECISION**

After this Committee review, the Vice President for Academic Affairs consults with the appropriate Dean and makes a final decision. The Committee makes its recommendation based on the academic merits of the proposal. The deans and Vice President for Academic Affairs make their decision based on the Committee’s recommendation, the Departmental Letter, the needs of the University, School, and Department, and consideration of the departmental tenured and tenure-track faculty coverage (see I).

Ordinarily, if an application is recommended by the Committee, it is approved by the Vice President for Academic Affairs.

In those instances when the application has been recommended with reservations, the Vice President for Academic Affairs normally asks the appropriate Dean to work with the applicant and the Department Chair to address the reservations. Usually the applicant and Chair provide additional specific and detailed information to resolve the reservations. Normally the Dean asks the Committee to review this additional information and provide a revised recommendation, if appropriate. After reviewing this additional information and the Committee's revised recommendation, the Dean makes a recommendation to the Vice President for Academic Affairs who makes the decision. The date that the applicant is notified is dependent in part on the length of time required to address the reservations.

As noted in sections C and I, on occasion it is necessary for a faculty member to defer a sabbatical after it has been approved. For example, this might occur if there were an unexpected resignation in the spring semester. Or, departmental coverage issues may necessitate that not all eligible faculty who have approved applications are able to be on leave at one time. In such a case when the sabbatical is deferred the application does not need to be resubmitted to the Committee if the applicant and Department Chair confirm that the work for the deferred sabbatical is substantially the same as that in the original application and is still relevant. An application thus deferred would ordinarily have priority over other applications in the department in the year in which the deferred sabbatical is taken.

#### **L. NOTIFICATION**

As noted above (see F), applicants are notified by the Vice President for Academic Affairs as to the outcome of their applications. Ordinarily this occurs by November 30.

In those instances when the application has not been recommended, the Committee's written rationale is included with the notification.

#### **M. APPEAL PROCESS FOR "NOT RECOMMENDED" APPLICATIONS**

Should a sabbatical application for leave not be recommended, the faculty member has the right to appeal. To do so the applicant informs the Committee of his or her intent to appeal by sending written notification to the Vice President for Academic Affairs, the appropriate Dean, and the Committee Chair within 10 business days from the date of the Vice President for Academic Affairs' letter that the sabbatical application has not been approved. Within 30 days from the date of the Vice President for Academic Affairs' letter that the sabbatical application has not been approved, the applicant sends information to the Vice President for Academic Affairs, the appropriate Dean, and the Committee Chair responding to the Committee's concerns. The Committee meets to discuss the appeal and makes a final recommendation to the Vice President for Academic Affairs and the appropriate Dean, ordinarily no later than 30 days following the receipt of the appeal. The Vice President for Academic Affairs informs the applicant as to the outcome of the appeal.

#### **N. REPORT**

A report on Sabbatical Activities that includes appropriate materials (such as drafts of articles or manuscripts submitted for publication) is due 30 days after the start of the semester in which the faculty member returns to full-time teaching. The report should be sent to the Dean with a copy to the Department Chair and Office of Research and Sponsored Programs.