



WPI

Date: December 3, 2015

To: The Faculty

From: Brian Savilonis, Chair
Committee on Appointments and Promotions

Subject: **Applications for Sabbatical Leave**

If you wish to propose a sabbatical leave, please submit a completed application and curriculum vitae to the Committee on Appointments and Promotions (COAP).

For proposed full-year and half-year sabbaticals in academic year 2016-17, the application deadline is December 15, 2015 .

Please note that one-term Sabbaticals are no longer available (as of January 2006).

Included below is the current Policy on Sabbatical Leaves, as approved by COAP and the Provost in January 2006. Also included below is a **checklist** of items that must be provided in a sabbatical application.

It is important that a completed sabbatical application---not merely an indication of an intention to apply---be on file by the deadline. Application materials should be sent to COAP in care of the **Faculty Governance Executive Assistant, Penny J. Rock, (prock@wpi.edu)**.

Policy on Sabbatical Leaves

Sabbatical Leaves

1. **Basic Objectives**

Leaves of absence, and particularly sabbatical leaves, are among the most important means by which a teacher's effectiveness may be enhanced, a scholar's usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to WPI, and faculty members are strongly encouraged to take advantage of this mechanism to help promote their professional competence. The major purpose of leaves is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, and writing.

The term "sabbatical" normally applies to a leave of absence in which a faculty member receives full or partial salary from WPI. Faculty exchanges between two institutions, leaves without salary, and the performance of full-time duties assigned by WPI at off-campus locations are not part of the sabbatical leave program.

Because both the university and the individual benefit as a result of a sabbatical leave, both share in the cost of such a leave. At WPI, such sharing is both through financial support by WPI and through the assumption by colleagues of academic responsibilities of absent faculty members. A faculty member should apply for a leave far enough in advance that temporary replacements of high quality can be obtained. Each application for sabbatical leave should include a well-designed and serious program with clearly stated objectives that will maximize the professional development of the faculty member involved.

Sabbatical leaves may be taken for a full academic year, or a half-year. All full-time tenured and tenure-track faculty are eligible to apply for a full-year or half-year sabbatical leave after 6 years of full-time service since their initial hiring at WPI or since their previous sabbatical.

2. **Financial Arrangements**

- a. A full-year sabbatical leave is taken at one-half of the faculty member's academic year salary. Half-year leaves are taken at full salary. If the faculty member obtains salary support from outside sources, WPI's contribution will not exceed that required to maintain the faculty member's normal salary. Exceptions to this policy must be negotiated before the leave starts.
- b. Faculty members on sabbatical leave will continue to be eligible for staff benefits based on 100% of their normal salary if they make their required contributions.
- c. WPI, on occasion, may provide some displacement expense to faculty members who leave the campus on sabbatical leave for an entire academic year, depending on the particular circumstances.
- d. Funds will be provided to departments with faculty on sabbatical leaves to cover necessary teaching obligations.

3. **Procedures for Review and Award**

- a. Faculty members should submit requests for sabbatical leaves to the Committee on Appointments and Promotions on or before the following date:

Full-year and half-year sabbaticals:

December 15 for proposed leaves in the following academic year

An application for sabbatical leave must contain all the supporting information including the objectives of the sabbatical leave and the benefits to the faculty member, to the department, and to WPI. The application should also include information on previous leaves of absence taken by the faculty member, past contributions to WPI, a letter of invitation from any institution at which the faculty member plans to work, and the sources and amounts of external funding.

- b. The application should be accompanied by supporting documentation from the faculty member's department head. This documentation should include a review of the faculty member's proposed sabbatical program with regard to its appropriateness; the impact of the proposed sabbatical on department operations; a statement that all administrative requirements have been cleared with the Provost; and the department recommendation on the proposed sabbatical. In the case of an application for a sabbatical leave by a department head, this additional documentation will be supplied by the Provost.
- c. The Committee on Appointments and Promotions reviews all application materials and supporting documentation, and forwards its recommendation to the Provost.
- d. The Provost reviews all leave applications, together with recommendations from the Committee on Appointments and Promotions, and makes the final determination of the request.
- e. For full-year and half-year sabbatical leaves, notification of the award will be made no later than the time of issuance of appointment letters.

Approved by the Committee on Appointments and Promotions, January 2006
Approved by the Provost, January 2006

SABBATICAL CHECK LIST

1. Information to be supplied by the applicant:

- a. WHERE? Be specific as to where you want to go.
- b. WHEN? Tell when you want to be away.
- c. WHY? Discuss your specific objectives for the sabbatical.
- d. INCOME? Who will be paying your salary? Include details of all financial arrangements with non-WPI organizations.
- e. COMMITMENTS? Include firm commitments, in writing (i.e., an official letter of invitation is best), from the host institution(s) you will visit. If this is an "in town" leave, explain how it is consistent with the philosophy of sabbatic leaves.
- f. BENEFITS? Explain how this sabbatic leave will benefit WPI, your department and your professional career.
- g. ELIGIBILITY? Clarify your eligibility and list all prior leaves.
- h. CONTRIBUTIONS? Summarize your most significant relevant contributions to WPI.
- i. CV? Submit an updated Curriculum Vitae.

2. Information to be supplied by the applicant's department head:

- a. VALUE? Review the appropriateness of the proposed sabbatical.
- b. IMPACT? Address the impact of the absence on the department.
- c. CLEARANCE? Indicate that the Provost is in general agreement with the candidate taking sabbatical leave.
- d. RECOMMENDATION? State all overall departmental recommendation relative to the proposed sabbatical.