



PennState

Behrend

Research

Overview of Sabbatical Leave Policies and Procedures

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Governing Policy:

AC17 Sabbatical Leave (Formerly HR17)

<https://policy.psu.edu/policies/ac17#A>

A helpful FAQ document can be found at

<https://www.vpfa.psu.edu/files/2020/05/AC17-Sabbatical-Leave-FAQs-Updated-05.12.20.pdf>

Purpose of the Sabbatical:

To provide a leave of absence with pay for purposes of intensive study or research which has as its outcome increasing the quality of the individual's future contribution to the University.

A sabbatical is a privilege which may be granted to an individual who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.

Eligibility to Apply:

Faculty (academic): Faculty Members meeting the following conditions:

Tenured

- Sabbatical proposals may be submitted in the year tenure is awarded for a sabbatical leave to commence the following year, providing they have completed six full years of service referenced below.
- They hold the rank of professor, associate professor, assistant professor, librarian, associate librarian, or assistant librarian.
- They have served the University for a minimum of six contract years of full-time service from date of last hire. A full contract year is based on the weeks of service specified in an individual's Memorandum of Service.

Other Categories

- There are other faculty categories that are eligible under narrow circumstances. See the policy for a full listing.

Example of Sabbatical Eligibility for Tenure Line Faculty Member

Tenure-line faculty members must serve six (6) full-time contract years in a tenure-line position before they can apply for a sabbatical. A faculty member can apply during year seven (7), in the year tenure was awarded and if approved, the sabbatical would commence the following contract year, during year eight (8).

Contract Year	Academic Year	Example of Leave Eligibility
1	2015-16	Faculty member hired on the tenure track
2	2016-17	
3	2017-18	
4	2018-19	
5	2019-20	
6	2020-21	Faculty member attains tenure
7	2021-22	Faculty member applies for sabbatical
8	2022-23	Sabbatical year

Example of eligibility for subsequent sabbatical leaves

A faculty member becomes eligible for subsequent sabbatical leaves after completing at least six (6) contract years of full-time service (the minimum required). Time spent on sabbatical leave, or any unpaid leave, is not counted as one of the required contract years of full-time service.

Contract Year after sabbatical	Academic Year	Example of Leave Eligibility
	2015-16	Sabbatical Year
1	2016-17	
2	2017-18	
3	2018-19	
4	2019-20	
5	2020-21	
6	2021-22	Faculty member may apply for sabbatical
7	2022-23	Sabbatical year

Length of leave:

A sabbatical leave shall not be granted for a period in excess of the full contract year of the individual; the contract year may be 36 weeks, 48 weeks, or a number of weeks between those two limits, or twelve months, depending on the type of appointment. While individual faculty members, in some cases, may be able to coordinate leaves of absence funded by grants or contracts with a proposed sabbatical leave, such arrangements are separate from this policy.

Salary and benefits while on leave:

Three sabbatical leave options are available:

1. Sabbatical leave for the full contract year at 67% salary;
2. Sabbatical leave for one-half of the contract year at 100%
3. Sabbatical leave for a period other than a full contract year or one-half of a contract year. The rate of pay in such cases is proportional to the length of the sabbatical leave.

An individual who is granted a sabbatical leave and who is a member of the University insurance program may maintain membership during the sabbatical leave. If the individual is a member of a retirement plan in effect at the University, the individual is required to contribute to that plan; the amount that is contributed is based on the full salary of the individual rather than the salary received from the University during the sabbatical leave if less than full salary.

Standard Application Form:

The Pennsylvania State University Application for Leave of Absence with Pay (Sabbatical)
Found at <https://guru.psu.edu/forms/application-for-leave-of-absence-with-pay.pdf?logged=true>

Application Guidelines:

PREPARING SABBATICAL LEAVE APPLICATIONS: A GUIDE FOR FACULTY

<https://www.vpfa.psu.edu/files/2019/09/Sabbatical-Guidelines-Revised-September-2019.pdf>

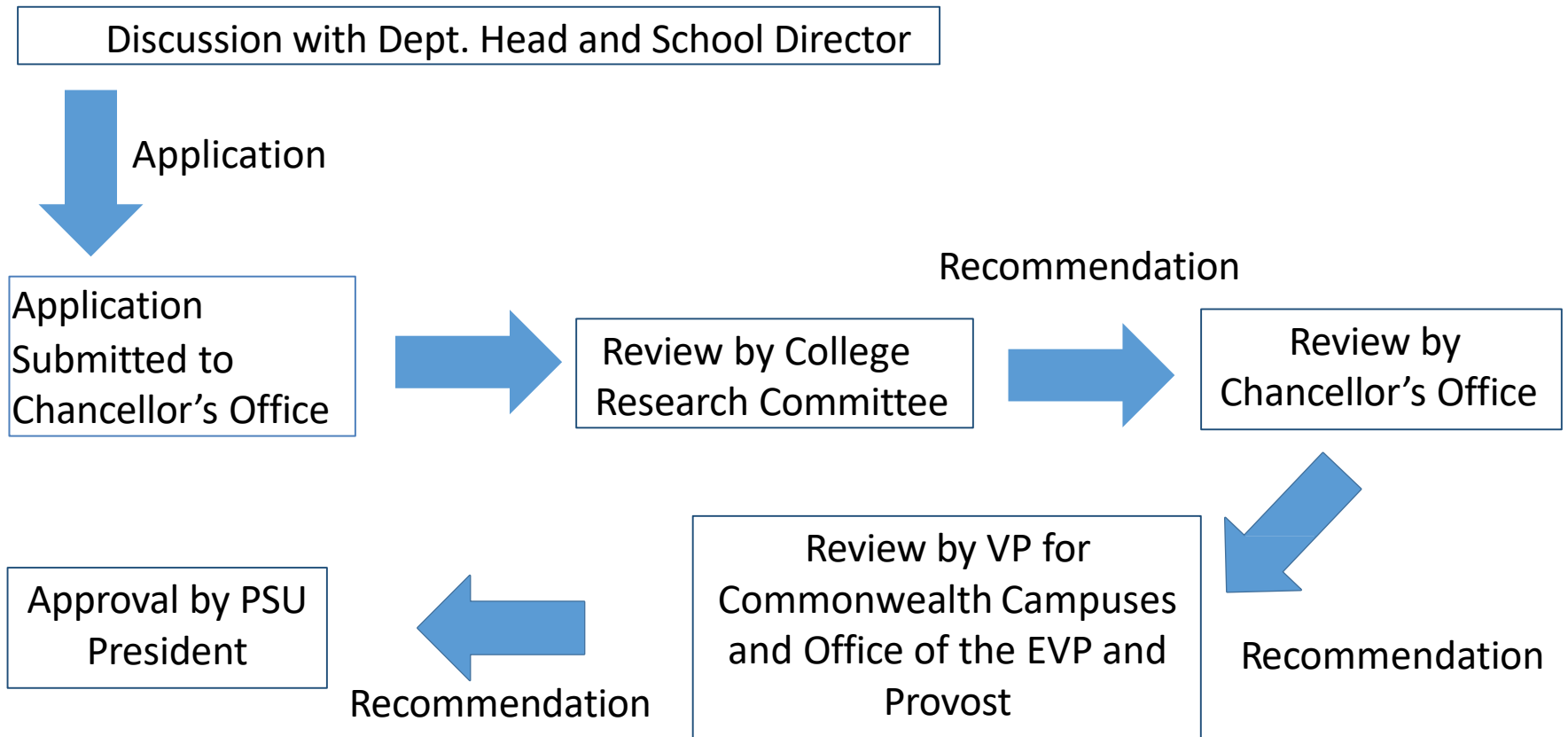
Application Components:

1. An accurately completed application form
2. A narrative body in four parts: Purpose, Work to be accomplished, Projected results, and Justification (see Application Guidelines for details)
3. Supporting documents
 - CV
 - If your project requires access to restricted libraries or laboratories, or affiliation with other institutions, append invitations, letters granting access, space, or support from the relevant authorities.
 - Letter of support from your school director, with a section detailing how your teaching responsibilities will be covered during the sabbatical.

Application Submission:

- Discuss plans for your sabbatical with your School Director **prior to application**.
- Schools set their own deadlines for internal review of applications.
- Applications for sabbatical leaves starting in the 2020/21 academic year are due to the College by **5:00 PM on Friday, September 24, 2021**.
 - Full applications (per the previous page) must be submitted as a single pdf, with all required signatures, by email to MARGIE SARGENT mgs5305@psu.edu.

Review Process Overview



General Questions of Reviewers:

In general, reviewers at every level of review ask the following questions about each sabbatical leave application:

- ➔ • Is the significance of the project established?
 - Does the presentation show the reader how the goals will be accomplished?
 - What is the likelihood that the project will be completed or nearly completed on schedule?
 - Does the applicant have the skills and background to undertake the project or a plan to acquire these before the leave?
- ➔ • Is the purpose of the project communicated clearly to non-specialists?
 - To what degree is the sabbatical leave crucial to the completion of the project?
- ➔ • Are the benefits of the proposed leave for the faculty member and for the University clearly articulated?

➔ Common weak points