

## Sabbatical Program Policy

ACADEMIC AFFAIRS

Academic/Personnel

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* immediate

*Approval date:* April 7, 2025

*Schedule for Review:* 2030

Policy Summary:

Fort Lewis College recognizes the necessity of maintaining a high caliber of faculty and the role sabbaticals play in developing and enhancing faculty expertise.

Policy Statement:

### **Section 24, Faculty Handbook**

1.

1. Sabbaticals or Leaves of Absence for Professional Improvement. Tenured Members of the Regular Faculty may be eligible for sabbaticals upon the completion of six (6) academic years of service at the College, not including time spent on previous leaves, with or without pay. The Board may award such leaves of absence on a discretionary basis for one-half year (one term) with full current salary or for a whole year (two terms) with half current salary. The number of sabbaticals awarded each year will be limited to the College financial resources available for such use. Once a member of the Tenured Faculty is awarded a sabbatical, he/she is ineligible for another sabbatical until he/she has completed an additional six (6) academic years of service. A member of the Tenured Faculty, who is awarded a sabbatical, and who fails to achieve the professional goals for the sabbatical, is ineligible, except under unusual circumstances, for subsequent sabbaticals. (revised and approved April 2, 2010)
  1. Applications for sabbatical leave shall be submitted to the President through the appropriate dean (or equivalent) and the Provost one (1) calendar year in advance of the date the sabbatical is to begin. The application must state the professional goals to be achieved on a sabbatical and the plan or program for achieving these goals
  2. A sabbatical leave shall not have as its primary purpose financial gain for the faculty member. Financial support from sources other than the College may be obtained for income replacement and for additional expenses related to the sabbatical project, including travel, materials, supplies, and living expenses away from home. Faculty members are encouraged to pursue opportunities for such supplemental support
  3. The Board may grant sabbaticals upon the recommendation of the President after consultation with the Provost and the appropriate dean (or equivalent)

and department chair (or equivalent). Each application is decided upon its individual merits, with consideration of the following: the professional goals to be achieved; the program planned for the sabbatical; the benefits to the applicant, to the College and to the students of the College; the ability of the applicant's academic school, department or other unit to make satisfactory adjustments during the period of absence; and the character of the applicant's service

4. Sabbaticals are normally granted in recognition of the benefit to the College of facilitating independent study, research, and creative activity among Regular Faculty. The Board may make exceptions if formal advanced study shall promote the interest of the College
5. A report of the activities undertaken on a sabbatical and the professional goals achieved on the sabbatical is to be submitted to the appropriate dean (or equivalent) and to the Provost within two months of completing a sabbatical.
6. Sabbaticals are granted on the express condition that the recipient shall return to the service of the College for a minimum period of one (1) academic year, or reimburse the College for the full amount of the salary, benefits and retirement contribution paid by the College for the period of the sabbatical. To be eligible for a sabbatical, a faculty member must sign a written notice agreeing to the conditions set forth in this paragraph.
7. The Office of the Provost shall maintain a record of all sabbaticals granted and denied and shall keep a record of such other information relating to sabbaticals as is required by state law. Upon request, such records shall be made available as required by state law.

### **Board of Trustees- CCHE POLICY**

1. On or before October 1, 1994, the governing board of each state-supported institution of higher education shall have in place and enforce policies regarding faculty sabbaticals.
2. Effective October 1, 1994, a governing board of an institution of higher education may not authorize a sabbatical or extended paid administrative leave for any person holding an administrative position at a state-supported institution of higher education; except that a governing board may, for a reasonable period of time authorize paid administrative leave for disciplinary or investigatory purposes.
3. A governing board may not grant a sabbatical for any faculty member more often than once every seven years.
4. A governing board may not grant a subsequent sabbatical for any faculty member who does not meet the goals stated in the faculty member's sabbatical plan.
5. The governing board of each institution shall approve any sabbaticals taken by faculty at the institution in advance. In approving a sabbatical, the governing board shall consider the quality of the faculty member's proposed activities while on sabbatical, the individuals who will be involved in such activities, and the benefits to be received from such activities by the faculty member, the institution, and the students at the institution.
6. Each governing board shall produce all sabbatical records for all approved sabbaticals and a list of all disapproved sabbaticals for inspection by the Commission upon request. In addition, each governing board shall distribute copies of the sabbatical policies

developed by each governing board pursuant to this section, with amendments as necessary, to the Commission.

7. Each governing board shall specify a mechanism to hold each participant in the sabbatical process accountable for meeting the sabbatical policy requirements.

#### Reason for Policy:

In compliance with both Colorado Revised Statute 23-5-123 Sabbatical leave – legislative declaration – policy – production of records and CCHE policy, each state-supported institution of higher education must have policies in place regarding faculty sabbaticals.

#### Responsibilities:

*For following the policy:* Tenured Faculty

*For enforcement of the policy:* Board of Trustees

*For determining number of sabbaticals awarded each year based on financial resources:* Provost

*For procedures for sabbatical application and sabbatical report:* Provost

*For approval of sabbaticals:* Board of Trustees, upon recommendation of President, after consultation with Provost and appropriate dean

*For notification of applicants of the disposition of sabbatical applications:* Provost

*For approval of final sabbatical report:* Board of Trustees upon recommendation of President, after consultation with Provost and appropriate dean

#### Definitions:

**Sabbatical:** a period of paid leave for the purpose of professional advancement

#### Procedures:

1. [Procedure for Submitting Application for Sabbatical Leave](#) .
  1. [Application for Sabbatical Leave](#)
2. [Procedure for Submitting Sabbatical Report](#)
  1. [Sabbatical Report Template](#)

#### Cross-Referenced Policies:

[Board of Trustees Manual of Policies and Procedures - Section 4.1.16](#)

Colorado Commission on Higher Education - [Policy Section I., Part R., Sabbatical Program Policy](#)

C.R.S. 23-5-123 Sabbatical leave - legislative declaration - policy - production of record