5. **Academic Leaves**

Well-supported and diversified opportunities for academics-related leaves can serve as a keystone in an effective, total professional development program. Timing and preparation for such leaves are critical factors in their success. An academic leave alone, however, is insufficient for maintaining one’s professional integrity as a teacher-scholar. Continuous advancement in one’s field, long-term financial planning, cultivation of professional associations, and careful preparation of project proposals and grant requests are essential prerequisites to a successful academic leave.

Four academics-related leave programs are available at Muskingum University. Tenured faculty members may qualify for the Sabbatical Leave Program. Both tenured faculty members and tenure-track faculty holding probationary contracts may seek academic leaves under the Annual Leave Program and the Special Academic Leave Program. Another leave program is available for full-time faculty on limited period contracts, i.e., the Academic Leave for Faculty on Limited-period Contracts Program.

While the University supports all four of the above academic-related programs, for educational continuity, it also strives to have not more than approximately 10% of the full-time faculty on leave during any given semester.

Following any leave, the recipient shall submit to the VPAA as an addendum to their next Annual Report, a description of the activities and results of his/her leave.

A. **Sabbatical Leave**

*Purpose:*

The Sabbatical Leave Program permits faculty members to have a leave as stipulated below in order to engage in intensive research or study so that they will be better prepared to fulfill their academic responsibilities in the years ahead.
**Eligibility:**

1) To be eligible for an initial sabbatical leave, a faculty member must have completed seven years of full-time work at Muskingum (excluding any credit toward the probationary period for prior full-time college teaching experience as well as annual and sick leave) and must be tenured. Thereafter, the tenured faculty member is eligible for a sabbatical leave upon completion of each five years of full-time teaching or equivalent duties. Then, typically, the sabbatical leave is awarded for an agreed upon period during the following year, i.e., the sixth, or—where mutually agreed or necessitated by the University’s staffing needs—the seventh or eighth year.

2) Must have engaged in some classroom teaching during most of the seven years.

3) Must have a specific project or planned program of study. The sabbatical plan must relate directly to the faculty member’s responsibilities at Muskingum. The following are examples of high priority requests:

   a) To engage in a focused program of professional enrichment related to the faculty member’s field of expertise or teaching competency.

   b) To engage in private study under an accomplished, nationally known artist, musician, or dramatist.

   c) To pursue post-graduate study.

4) If the faculty member has participated in the sabbatical program previously, he or she must demonstrate that the goals and provisions of all past sabbaticals were fulfilled.

**Terms:**

1) Faculty member will receive from the University either full salary for one semester or two-thirds salary for the full academic year. All applicable employee benefits will be maintained during the leave.

Factors to be considered in awarding Sabbatical Leaves include: merit of proposal, compelling circumstances surrounding proposal, and length of service since last leave.

In lieu of standard sabbatical leaves, a faculty member may elect to apply for an alternative track of professional development and renewal. The procedure for requesting an alternative track program is the same as that for regular
Sabbatical Leaves, with the exception that the date for submission of the request is open. The specific arrangements will be agreed upon in writing by the faculty member and the VPAA.

2) Must return to employment with Muskingum University for at least one full academic year after the sabbatical leave.

Procedure:

1) By March 15 of each year, those faculty members who qualify by length of service and tenure status will be notified in writing by the VPAA of their eligibility and of the deadlines and procedures for requesting Sabbatical Leave.

2) By May 1 in the sixth year of full-time teaching at Muskingum for those tenured faculty intending to request an initial Sabbatical Leave, and by May 1 in the fourth year of full-time teaching following their return from a previous Sabbatical Leave for those faculty intending to request a subsequent Sabbatical Leave, a written indication of intent, together with a preliminary plan specifying the nature of the project, whether the requested leave would be for a semester or a year, and during which year(s) and/or semester(s) the proposed leave would occur, is to be submitted to the Department Chair for forwarding to the Division Chair and thence to the VPAA for transmittal to the FAC as an information item.

3) By the closing day of Fall Faculty Conference of the year preceding the year in which the proposed leave would occur, an updated formal proposal, including any external funding considerations as well as the final specification of the length and dates of the proposed leave, is to be submitted in the same manner to the FAC.

4) By Wednesday of the first week of classes of the year preceding the year in which the respective leave would occur, the requestor’s Department Chair and Division Chair shall provide the VPAA with their written recommendations and comments on the requested leave and proposed project for transmittal to the FAC.

5) By one month before the Fall Meeting of the Board of Trustees in the year preceding the academic year in which the requested sabbatical would occur, the FAC shall deliver its recommendations to the VPAA and the President for their respective consideration and the President’s decision, and recommendation (if favorable) to the Trustees for formal action at the Fall Meeting of the Board of Trustees. By one week prior to the Fall Meeting of
the Board of Trustees, faculty members who have requested sabbaticals will be informed in writing of the President’s recommendations.

Within two weeks following the Board’s final action, notice of such action, will be communicated in writing to the faculty members, who had requested and been recommended for Sabbatical Leaves.

(Admin./Consultation)
(Fac. approval 05/03; 03/14)

B. Annual Leave

A faculty member requesting leave in order to pursue graduate study or scholarly research related to his/her discipline may be granted an “Annual Leave.” Requests are given consideration contingent upon justification and must be recommended by the Department Chair, Division Chair, and the VPAA, for approval of the President. Although no monetary compensation is awarded, applicable employee benefits will be maintained during the leave, provided the faculty member promises to return to employment with Muskingum University for at least one full academic year after the leave.

During any semester or academic year of “Annual Leave” taken by the faculty member, he/she will not accrue any time to be credited toward tenure or toward Sabbatical Leave. The accrual of time by the faculty member toward tenure or Sabbatical Leave when he/she commences the Annual Leave is suspended, as to, both required periods of teaching service at Muskingum University. Upon the faculty member’s return to active employment with Muskingum, his/her accrual of time toward tenure and toward Sabbatical Leave each resume from the level at which it stood when the annual leave commenced.

(Admin./Consultation)
(Fac. approval 3/14)

C. Special Academic Leave

Purpose:

The purpose of the Special Academic Leave Program is twofold: (i) to accelerate the completion of the doctorate for faculty members who have completed all doctoral work except the dissertation; and (ii) to enable faculty members who have the doctorate but are not yet eligible for the first sabbatical, to complete an unusually important research project.

Any semester or academic year taken as Special Academic Leave does not accrue time credited toward tenure or toward Sabbatical Leaves. The accrual of time by
the faculty member toward tenure or Sabbatical Leave when he/she commences the Special Academic Leave is suspended as to both required periods of teaching service at Muskingum University. Upon the faculty member’s return to active employment with Muskingum, his/her accrual of time toward tenure and toward Sabbatical Leave each resume from the level at which it stood when the Special Academic Leave commenced.

*Eligibility for Applicants:*

1) Must have completed at least two, preferably three, academic years of full-time teaching at Muskingum.

2) Must be able, within reason, to complete the dissertation or research project within the academic year in which the special leave is granted.

3) Must be recommended for the special academic leave by the department chair, division chair, and the VPAA.

*Terms for Recipients:*

1) Will receive one-half salary for one semester or the academic year, and will continue to receive all applicable employee benefits.

2) Must return to employment by Muskingum University for at least three full academic years after the special academic leave. The University is to be reimbursed for one-third of salary and benefits paid during the leave for each of the three years that the faculty member fails to remain at the University in its employ for any reason. This arrangement is to be effected through a legal, contractual instrument.

3) Shall not accept any outside employment during the period of leave without permission of the VPAA.

4) Must report any additional scholarship or grant money received during the special leave.

5) Will be eligible for a sabbatical leave seven years after the special academic leave, assuming all other eligibility requirements are met.

*Procedure:*
1) Application should be submitted to the VPAA, through and with the approval of the department chair and the division chair, one full year in advance of the academic year for which the leave is requested.

2) The individual eligible for a pre-doctoral special academic leave will prepare a written statement outlining in detail the exact status of the dissertation and indicating how much work is needed to complete the doctorate. In addition, the individual will present a letter from his/her major professor endorsing the possibility of the completion of the dissertation by the end of the special academic leave.

3) The applicant for a postdoctoral special academic leave will (a) indicate the nature of his/her research project, (b) outline in detail the present status of the project, (c) indicate what additional research remains to be done, (d) estimate, as realistically as possible, how much remaining work can be done during the period of the leave.

4) Applications should include the names of foundations or other sources being solicited for academic research assistance and the amount of financial assistance requested.

5) In October, the VPAA will present all requests for special academic leaves to the Faculty Affairs Committee, which will make recommendations to the VPAA, who will forward them, along with the VPAA's own recommendation to the President for final action.

6) The individual making the request will be informed of the President’s action no later than November 1 of the year preceding the requested year of leave.

D. Academic Leave for Faculty on Limited-period Contracts

Purpose:

The purpose of this leave program is to allow continuing faculty members holding limited-period contracts to engage in intensive research or other scholarly activity related to his/her discipline and/or teaching.

Eligibility:
1) Must hold academic rank of Associate Professor or higher.

2) Must have completed at least 6 academic years of full-time teaching at Muskingum.

2) Must have completed at least 6 academic years of full-time teaching at Muskingum for initial leave. Must have completed at least 5 academic years of full-time teaching at Muskingum following the return from a leave to be eligible for a subsequent.

3) Must currently have a limited period contract for employment for at least two years.

4) Must be recommended for the leave by the Department Chair, Division Chair, and the VPAA.

Terms:

1) Faculty member will receive from the University full salary for one semester. Generally this leave is to be taken during the first year of a new contract. All applicable employee benefits will be maintained during the leave.

2) If the leave is taken during a time other than in the first year of a two year contract, the Faculty member must promise to return to Muskingum University for at least one full academic year following the leave.

Procedure:

1) In the seventh year or thereafter of full-time teaching at Muskingum for those limited-period contract faculty intending to request an initial Academic Leave, and in the fifth year of full-time teaching following their return from a previous leave for those faculty intending to request a subsequent leave, a formal proposal specifying the nature of the project and during which semester the proposed leave would occur, is to be submitted to the Department Chair.

1) A formal proposal specifying the nature of the project and during which semester the proposed leave would occur is to be submitted to the Department Chair.
2) Department Chairs are to submit their written recommendation to the Division Chair, who in turn submits both their own recommendation and that of the Department Chair to the VPAA.

3) The VPAA will consult with the Division Chairs (and with external constituencies as appropriate) and prepares a written recommendation summarizing the consultation. The VPAA’s recommendation is then copied to the Chairs and forwarded to the President for final action.

4) The individual making the request will be informed of the President’s action.

(Admin./Consultation)
(Fac. approval 3/14)