A. Sabbatical Leave

Purpose:

The Sabbatical Program permits faculty members and administrative officials with academic rank of assistant professor or higher to have a leave of absence as stipulated below in order to engage in intensive research or graduate 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, each 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 sixth through eighth years.

(Rev. 1/88)

2) Must hold academic rank of assistant professor or assistant librarian or higher and, except for librarians, must have engaged in some classroom teaching during most of the seven years.

3) Must have a specific project or planned program of study approved by the Faculty Affairs Committee. The sabbatical plan must relate directly to the faculty member's responsibilities at Muskingum. The following are examples of high priority requests:
   a) To pursue graduate or post-graduate study.
   b) To finish the doctoral dissertation.
   c) To engage in private study under an accomplished, nationally known artist, musician, or dramatist.
   d) To study and travel abroad in a focused program of professional enrichment related to the faculty member's field of expertise or teaching competency.

4) If participant in the Sabbatical Program previously, must have demonstrated tangibly that conditions of past sabbatical were fulfilled.

Terms of Sabbatical:

1) Will receive from the College either full salary for one semester or two-thirds salary for the full academic year.

If possible, full salary from the College will be assured for faculty granted one-year sabbatical leaves who make bonafide but unsuccessful efforts to obtain outside support (i.e., timely submittal of grant proposals to at least two external sources for funding at least equal to a third of the requestor's salary).
The College strives to support approximately 10% of the full-time faculty on sabbatical during any given year. 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 renewal. The procedure for requesting an alternative track program is the same as that for regular sabbatical leaves, the exception being that the date for submission of the request is open. The specific arrangement will be agreed to in writing by the faculty member and the VPAA.

2) Must return to Muskingum College for at least one year after the sabbatical.

Procedure:

1) Each year by March 15, 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 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 coordinator and thence to the VPAA for transmittal to the FAC.

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 (or director of the Library in the case of librarians) and division coordinator shall provide the FAC with their written recommendations and comments on the requested leave and proposed project.

5) By one month before the Fall Meeting of the Board of Trustees of 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 consideration, decision, and transmittal to the Trustees for formal approval 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 administration's recommendations. Notice of the Board's final action regarding those recommendations will be communicated in writing to the faculty members, within two weeks following, who had requested and been recommended for sabbatical leaves.

(Admin /Consultation)
(Fac. approval 05/03)
6) As soon as convenient after the sabbatical, not longer than six months in any event, the recipient shall submit to the VPAA a written report describing the activities and results of his/her sabbatical leave. (Copies of this report will be made available to the President and the Faculty Affairs Committee.)

(Fac. approval 5/88)

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 annual leave. Requests are given consideration contingent upon justification and must be approved by the department chair, division coordinator, VPAA, and President. Although no compensation is awarded, the faculty member promises to return to Muskingum College after the leave.

Any semester or academic year taken as "annual leave" does not accrue time credited toward tenure or toward sabbatical leaves. The clock stops on the accrual of time on either or both required periods of teaching service at Muskingum College. The accrual of time toward tenure or toward sabbatical leave resumes from where it was stopped at the beginning of the annual leave.

(Admin./Consultation)

C. Special Academic Leave

Purpose:

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

Any semester or academic year taken as "special academic leave" ends does not accrue time credited toward tenure. The clock stops on the accrual of time of teaching service at Muskingum College and resumes at the return to full-time teaching at Muskingum College.

The accrual of time toward tenure resumes from where it was stopped at the beginning of the Special Academic Leave.

Eligibility:

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 coordinator, and the VPAA.

Terms:

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