

Adjustments to Faculty Sabbaticals (in Cases of Department Scheduling Conflicts)

The Academic Handbook dictates that faculty are eligible for sabbatical leaves “after five consecutive academic years of teaching at the College.” It also notes that “under exceptional circumstances, the Faculty Personnel Committee may waive the requirement that the years of teaching contributing to eligibility be continuous” (Chapter 7, p10)

Previously, there have been two categories of sabbatical adjustments. From the handbook:

Adjustments for the good of the College, arranged at the request of the Provost/FPC.

“If a tenured faculty member is asked to postpone a sabbatical leave at the request of the College, then the subsequent time teaching continues to contribute to eligibility. In such cases, there shall be no penalty in eligibility for the leave following the delayed leave.” [Chapter 7, p 10]

Postponements by individual faculty request. “If a tenured faculty member chooses to postpone a sabbatical leave for which she or he is eligible, then subsequent teaching time does not contribute to eligibility until the delayed leave is taken.” [Chapter 7, p 10] Individual faculty requests to adjust their sabbatical schedules must be approved by the Provost/FPC by August 15th.

The College remains committed to a faculty member becoming eligible for sabbatical every sixth year. The College also recognizes that it may sometimes be necessary or desirable to shift sabbaticals to prevent disruptions in department operations.

Thus, effective immediately, faculty in departments with scheduling conflicts may petition to adjust sabbatical scheduling as follows:

Sabbatical adjustments by department request. Faculty in departments with two or more concurrent sabbaticals in a given year may petition to adjust their sabbatical(s) by one year in either direction. This means, for example, that in the service of avoiding overlapping sabbaticals with department colleagues, a faculty member could take a sabbatical on the fifth year (since their last sabbatical leave) and then again on their seventh. Or in reverse—a faculty member could apply for a sabbatical leave on their seventh year in the cycle and then on the fifth. In order to decouple overlapping sabbaticals, it will generally be necessary for more than one faculty member to make this adjustment. Please note: pre-tenure sabbaticals may not be altered to aid in department scheduling.

To be considered for this sabbatical adjustment, a faculty member and their department chair should petition FPC by August 15th of the academic year they would otherwise submit their sabbatical proposal by submitting a memo to the FPC chair and filling out [this form](#). This memo should describe the scheduling conflict and how a proposed sabbatical adjustment would alleviate overlap of faculty sabbaticals.