

APPENDIX IV

INSTITUTIONAL POLICY ON FACULTY SABBATICAL LEAVE

APPENDIX TO FACULTY BYLAWS

Institutional Policy on Faculty Sabbatical Leave

I. Purpose

The purpose of the sabbatical leave is to provide an opportunity for faculty members to engage in scholarly, creative, professional, research or other academic activities that will enhance the faculty member's academic development and further contributions to Morehouse School of Medicine (MSM).

Introduction

The sabbatical affords the faculty member an opportunity to concentrate his/her efforts on an area of professional interest in an atmosphere removed from the day-to-day issues of the home institution. The leave is usually taken at another academic institution in an environment that offers an appropriate challenge and which is supportive of the objectives of the leave. The faculty member usually returns to the home institution with a renewed sense of commitment and enthusiasm to his/her career goals and to institutional goals. Sabbatical leave is a wise investment in terms of value to the individual, the home institution, and the individual's department. Institutional benefits are realized in improved faculty morale, renewed interest in areas of scholarly inquiry, and the identification of resources to contribute to the resolution of institutional issues.

II. Eligibility

At the end of the seventh year of full-time continuous service and at intervals of seven years, a faculty member shall be eligible for consideration for a sabbatical leave from the MSM. In unusual circumstances, MSM may consider granting a sabbatical leave prior to the completion of seven years of service. Employment of individuals appointed to the full-time faculty shall count as continuous full-time service accruing towards eligibility for sabbatical leave, subject to the following:

- a. unpaid leaves of absence beyond an accumulated maximum of six (6) weeks do not count as qualifying service;
- b. Paid leaves of absence in excess of twelve (12) consecutive weeks (e.g., sick leave, long-term disability leave) do not count as qualifying service unless approved as an exception by the president at the time the leave is granted.
- c. After completing a Sabbatical Leave, a faculty member will not be eligible for another Sabbatical Leave until he/she has accrued another period of seven successive years of full-time service, including the period of the previous Sabbatical Leave.

Sabbatical Leave is for the purpose of research or formal study. Sabbatical leave may not be used to assume another full-time paid position elsewhere or used as terminal leave. Sabbatical leave will not be granted for the sole purpose of subsidizing graduate work or working on advanced degrees. Sabbatical leave may not be taken during the academic year immediately preceding retirement.

III. Proposal

The granting of sabbatical leave shall be recommended for approval to the dean by the faculty member's chairperson based on the merits of a proposal from the faculty member. The proposal should explicitly

state: 1) the nature of the leave; 2) the objectives that are to be accomplished during the leave; 3) where and with whom the study shall take place; 4) the length of the proposed leave which shall normally not exceed one year; 5) a plan for the assumption of the faculty member's duties (instructional responsibilities, supervision of dissertation students and advisees, etc.) during the leave period; 6) the specific source of funding for the leave; and 7) relevance of the proposed activity to the department and the school mission and goals as a result of the leave.

IV. Review Process

The chairperson shall present his/her recommendations for approval to the dean with an operating and financial plan to support the leave. Granting of sabbatical leave is predicated upon the ability of the department to provide clinical, teaching, research, administrative, and other activities usually performed by the faculty member, without additional cost to the MSM. Requisite institutional funds in addition to extramural funding sources should normally originate from the departmental budget.

In the case of individuals granted a sabbatical leave and receiving salary from a grant, effort should be made to continue the grant salary during the sabbatical leave, particularly in instances where the leave is to be spent in research activities supported by the grant. If the faculty member holds an NIH grant or other federally funded grant, permission must be obtained from the appropriate funding source, or a new principal investigator must be appointed for the period. In all cases, salary to be paid by MSM during sabbatical leave is the responsibility of and is to be budgeted by the department in which the faculty member holds primary appointment. If the faculty member also holds a secondary appointment in other departments, then these department chairs should be notified of the arrangements.

V. Approval

Sabbatical leave is granted by the dean and submitted to the president for final institutional approval. These decisions may not be appealed. In general, sabbatical leave will be granted when the school will not suffer undue academic inconvenience and when the leave does not conflict with other academic goals. Requests for sabbatical leave will be considered based on past evaluation and productivity of the faculty member, and the potential for future growth.

A faculty member whose chairperson will not support the application for a leave may appeal the decision to the dean who, with appropriate collaboration will decide on the proposal. If the dean approves the proposal, the identification of funds will generally rest with the individual and the department chairperson.

VI. Return to Active Service

Since the award of a sabbatical leave is an investment meant to profit the individual and the institution, faculty are committed by the acceptance of a sabbatical leave to return to active service for at least one year. Any person who does not return, or does not remain for a full year following the sabbatical leave, may be required to refund the salary received from the school during the sabbatical leave. There will be no prorating of the amount to be returned if the employee remains for any fraction less than the full year.

This expectation can be waived only for reasons of poor health, disability, or other unusual circumstances.

VII. Report of Work Accomplished

Within three months of the conclusion of the sabbatical leave, the recipient must submit a report of the work accomplished to the department chair, and a copy submitted to the dean. The report should succinctly summarize pertinent activities during the leave and indicate how the leave has enriched the individual's professional stature as it relates to departmental and institutional goals.