3.1.5.11. Sabbaticals And Leaves Of Absence

(Chartar)

Purpose
Faculty members are encouraged to pursue ongoing research and professional development activities such as planned programs of research, graduate study, writing, or travel. Such activities serve to enhance the academic, spiritual, and social life of the University. Faculty members may also seek leaves of absence in cases of illness or temporary outside employment.

Procedure
Recommendations for sabbatical leaves are made to Administration by the Faculty Development Committee in consultation with the department chair and in accordance with procedures found in Guidelines p. 51. Recommendations for other leaves of absence are made to Administration by the Vice-President of Academic Administration in consultation with the department chair.
Exceptions

Recommendations for exceptions to this policy are made to the Administration by the Faculty Development Committee in consultation with the department chair.

3.1.5.11.1. Sabbatical

(Charter)

1. Eligibility
   a. A tenure-track teaching faculty member is eligible for one quarter of sabbatical leave following eleven quarters of employment, exclusive of other leaves.
   b. A tenure-track teaching faculty member with a newly completed terminal degree may apply for one quarter of sabbatical leave to take place following six quarters of service. The sabbatical is to continue a research program and to prepare papers for publication.
   c. Up to three quarters of sabbatical leave may be accumulated.
   d. Faculty will be notified annually of their service history and eligibility for sabbatical leave.
   e. Prior to the sabbatical, faculty should inform the chairs of the governance committees of which they are a member of the quarter they will be absent.

2. Conditions
   a. Sabbatical leaves will be granted for study, research, writing, or other experience of professional value.
   b. A faculty member may receive and is encouraged to seek supplementary grants or other awards while on sabbatical leave, though such additional grants or awards may be received only if the conditions for accepting the additional resources do not interfere with the Purpose [62] of the sabbatical leave.
   c. A faculty member must return to full-time teaching following the sabbatical leave.
   d. Summer sabbaticals are preferred and will be supported with a stipend.

Non-summer sabbaticals will be granted without stipend subject to the departments’ ability to maintain its essential function. When the university is unable to accommodate the faculty member’s absence, the sabbatical will be deferred and service credit will accrue beyond the limit in (1)(c) above.

3.1.5.11.2. Extended Research Leaves of Absence

(Charter)

Extended research leaves of absence are granted for faculty with exceptional opportunities to contribute to their discipline and to the University. Normally the research leave may be granted for up to one year but may be granted for a maximum of fifteen months, once every fifth year. In most cases the salary is fully or partially covered by non-University funds, although the University may grant up to full salary when external funds are not sufficient. In addition, allocations for travel and other expenses may be granted.

3.1.5.11.3. Graduate Study Leaves of Absence

(Charter)

1. Leaves are usually taken during summer quarters. Extended leaves may be granted for those pursuing a terminal degree. Among the determining factors in granting such leaves are the faculty member’s interest in and capacity for graduate study and the anticipated needs of the University for qualified teaching personnel.

2. Upon return from leave, a faculty member must provide the Chief Academic Officer an official transcript of the graduate study.
3. Unless otherwise specified, faculty receive full salary during the period of graduate study and reasonable time for travel; tuition or travel expense, whichever is the greater; and other allowances according to the Section 3.1.5.12, “Financial Policies” [65].

4. **3.1.5.11.4. Other Leaves of Absence**

(Charter)

1. Leaves for illness are granted by the Board of Trustees in harmony with the plan described in the North American Division Working Policy.

2. Faculty members who wish to enter temporary employment outside the University may apply for leaves without pay.

**3.1.5.11.5. Guidelines**

(Charter)

1. Each faculty member who receives a salaried leave will sign an agreement with the Chief Financial Officer specifying the terms of amortization. Salaried leaves of absence will be amortized according to the North American Division Working Policy.

2. For non-sabbatical leaves supported by non-university funds, Administration may reduce the salary paid by the University during the leave. Stipends for travel or extra living expenses for workshops, institutes, lectureships, and other professional activities will not result in reduction of faculty salaries.

(Procedures)

1. Proposals must be submitted to the Vice-President for Academic Administration by the first week of winter quarter for a sabbatical leave in the following summer or the next academic year.

2. A completed application form for a sabbatical leave consists of the following:

   • A cover letter of request for a sabbatical leave acknowledging an obligation to return to WWU for a minimum of one year at the conclusion of the leave.

   • A statement of the activities to be conducted during the leave period, including a description of how the proposed activities contribute to WWU and enhance the applicant's profession and/or professional development.

   • A copy of the applicant's current curriculum vitae

   • Where applicable, a copy of the report following the applicant's last sabbatical leave and/or any other statements describing the value of the last leave.

   • Supporting materials e.g., copies of invitations from host institutions and other letters of support.

3. The application must include a letter indicating departmental support for the prospective sabbatical. The proposal and departmental letter of support must contain evidence that ensures that the quality of their program offerings will not be affected by the absence of those faculty on sabbatical leave.

4. The Faculty Development Committee reviews all sabbatical applications and submits recommendations to the Administration.

5. Upon Administration's approval, the Vice-President for Academic Administration notifies candidates in writing regarding the final sabbatical decision.
6. A faculty member must inform the Vice-President for Academic Administration in writing of any changes in the proposed sabbatical project or funding after its initial acceptance. If such changes are substantial, the Vice-President for Academic Administration shall report to the Faculty Development Committee for possible reconsideration.

7. Within three months of completing the sabbatical, a faculty member must submit to the Vice-President for Academic Administration and the Faculty Development Committee a detailed written report outlining accomplishments during the leave. The faculty member shall also provide a University-wide presentation based on the accomplishments of the sabbatical.