

Sabbatical Leave

The Sabbatical Leave Program is a planned faculty enhancement/development program that provides an individual a concentrated period of time for full-time scholarly study. It is the intention of this program to improve/expand a faculty member's professional competence and thus his/her value to the University. Sabbatical leaves may be granted for curriculum development, instructional improvement and development, research, writing, and other scholarly activities consistent with disciplinary and career expectations and practices. The Sabbatical Leave Program is the University's major organized effort at maintaining and enhancing the academic vitality of the individual as well as the institution.

1. To qualify for a sabbatical leave a faculty member must hold the rank of assistant professor or higher, be tenured, and shall have served full-time on the faculty of The University of Mississippi for twelve (12) consecutive semesters of regular session work before the effective date of sabbatical leave. Any other official leave of absence shall not be considered as either interrupting or counting as a part of the consecutive service.
2. Compensation for sabbatical leave will be at the rate of one-half of the current academic year's salary. A faculty member eligible for sabbatical leave may elect to take one semester at full pay, or two semesters at one-half pay. The two semesters at one-half pay need not be in the same academic year. A faculty member may elect to take one semester at half-pay during one academic year and the second during a succeeding year, depending on needs and conditions within the specific department. This election, including the specific semesters of the sabbatical, must be made at the same time as the proposal and would be evaluated under the same criteria as other sabbatical requests. The compensation due a faculty member while on sabbatical leave will be paid according to the regular policy of the institution, and shall be paid from the regular payroll. By law, compensation for leave may not be paid for more than two semesters (9 months) of leave time.
3. Application for sabbatical leave shall be submitted through one's department/unit chair to the appropriate Academic Dean by November 1 and to the Provost/Vice Chancellor for Academic Affairs no later than November 15 of the preceding academic year on application forms available in the Office of the Provost/Vice Chancellor for Academic Affairs. Action on the application shall be completed and the applicant notified by February 1.

A request for sabbatical leave shall consist of a completed Application and Recommendation for Sabbatical Leave Form and supporting materials, including:

- a. A detailed description of the project to be carried out while on leave, with an indication of the anticipated end-product (e.g., a book, monograph, new courses, additional expertise);
- b. Evidence, if such seems indicated, of the applicant's special competence to carry out

- the project;
- c. A current curriculum vita;
 - d. Copies of Faculty Activity Reports for the last five years;
 - e. A statement of other compensation anticipated during the leave and any services required for this compensation.

Initial review of the request for sabbatical leave is by the chairperson of the respective department, with any review structure in place by that particular department. The request is passed to the dean of the appropriate college to be considered by the dean and any review structure that the college may have. It is passed then to the Sabbatical Leave Review Committee which, upon consideration, makes a recommendation to the Provost/Vice Chancellor for Academic Affairs.

The Sabbatical Leave Review Committee consists of ten tenured members of the faculty of the University. The ten members serve three-year terms and are staggered so that approximately one-third of the Committee is replaced each year. Three members must represent the College of Liberal Arts, divided according to the following scheme:

Group I - Departments of Biology, Chemistry, Mathematics, Philosophy and Religion, and Physics and Astronomy;

Group II - Departments of Art, Classics, English, Modern Languages, Music, and Theatre Arts;

Group III - Departments of History, Political Science, Psychology, Economics, and Sociology and Anthropology.

The Libraries and the Schools of Applied Science, Business Administration, Engineering, Accountancy, Pharmacy, Education, Journalism and New Media, and Law have one representative each. Members of the Committee are elected by their constituent group. The Chairperson of the Sabbatical Leave Review Committee is the Associate Vice Chancellor for Academic Affairs, who can vote only in the case of a tie.

- 4. A faculty member who is granted sabbatical leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning for the full period of the leave. Faculty on sabbatical leave retain all rights, privileges, and prerogatives which they ordinarily enjoy with regard to participation in faculty governance and the conduct of university affairs. This includes participating in recommendations concerning tenure, promotion, and hiring. However, faculty on sabbatical leave may exercise the right not to participate in the activities named above and, under ordinary circumstances, are excused from department, school/college, and university committee assignments.
- 5. A faculty member granted sabbatical leave must enter formal agreement with the Board of Trustees to remain on the full-time regular faculty for one semester for each semester of leave granted, which service shall follow immediately the termination of the leave period. (This

agreement may be satisfied by a faculty member repaying to the University that or portion of salary paid to him/her while on sabbatical leave that equals the portion of pledged time he/she may fail to serve the University in accordance with this agreement.)

6. Sabbatical leave shall be granted for the purpose of professional improvement only. Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth. Faculty members on such leave may not accept full-time employment or enter into any written or implied obligation of employment which would violate the contract for full service he/she will have with his/her institution while on leave. Faculty members, however, may receive compensation from other sources provided the total amount of sabbatical pay and other sources pay does not exceed the salary which such faculty member would have received during the sabbatical year had he/she not been granted the leave. Under special circumstances, usually involving expensive relocation, the Provost/Vice Chancellor for Academic Affairs may grant an exception based upon a detailed statement of other sources of income to be earned while on sabbatical leave.
7. A faculty member on sabbatical leave remains a full-time employee of the Board of Trustees of State Institutions of Higher Learning with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits.
8. No more than 4 percent of the full-time regular faculty may be on sabbatical leave during any one semester. No department/unit, college, or school may have more than 10 percent of its faculty on sabbatical leave in any semester. Departments/units with fewer than ten eligible faculty may have one faculty member on leave in any given semester. Deviation from this policy shall exist only in unusual circumstances.
9. A faculty member returning from sabbatical leave shall submit a written report of his/her research or other scholarly or creative accomplishments to the chair of his/her department within two months following the beginning of the next regular semester. The written report is to cover whatever information the faculty member deems appropriate to explain what was accomplished during the sabbatical leave period. Whenever possible, tangible evidence of any work product will be attached to the report.

The department/unit chair will forward this report along with his/her own written evaluation of whether or not the faculty member made appropriate use of the sabbatical leave to the dean of the school. The dean shall in turn forward these two reports along with his/her written evaluation of the faculty member's sabbatical to the Sabbatical Leave Review Committee, which in turn shall forward these reports along with its evaluation to the Provost/Vice Chancellor for Academic Affairs. If either the department/unit chair or the dean believes that the faculty member's report is inadequate, then the faculty member shall be notified in regard to the inadequacy of his/her report and shall be given thirty days to respond and provide additional information. If the Provost/Vice Chancellor for Academic Affairs concludes that the faculty member made inadequate use of his/her sabbatical period, the Provost/Vice Chancellor for Academic Affairs, after consultation with the faculty member, his/her

department/unit chair and dean, may recommend that this inadequate use of the sabbatical period be responded to by steps ranging from consideration in future evaluations of the faculty member's performance to repayment of the excused course load assignments in future semesters through overload assignments, depending upon the extent of the inadequate use of the sabbatical leave.

10. Periods between sabbatical leave shall be the same as the period for eligibility. Credit toward another sabbatical leave will begin with the next academic year regardless of whether an awarded sabbatical leave is taken for a full year or either semester of a year.

11. Sabbatical leave requests will be disapproved when financial or other considerations may make such action necessary.