

SABBATICALS BU-PP 714

University (8-month) Sabbaticals

I. POLICIES:

Tenured faculty members are eligible to apply for University sabbaticals to be awarded either for the summer and fall semesters or the spring and summer semesters. The purpose of University Sabbaticals is to enable a faculty member to work on a major scholarly or creative project which has been pursued for some time and on which substantial progress can be made during the sabbatical. A maximum of five sabbaticals will be awarded during each period. Faculty members will continue to receive full contract salary and benefits.

Baylor University tenured faculty members will be eligible to apply for a second, third or fourth University sabbatical seven years after the beginning of the previously awarded University sabbatical.

Since the purpose of this program is to assist Baylor faculty, faculty members are expected to return to their regular assignments for one year following a University sabbatical.

II. PROCEDURES:

The academic deans will notify their faculty when application forms are available. Applicants are submitted to the deans' office for review by the dean and/or sabbatical committee. Specific criteria for each academic unit are available in the respective deans' selection according to the following schedule: 1. Spring and summer sabbaticals, by the second week in October of the preceding academic year. 2. Summer and fall semester sabbaticals, by the second week in March of the preceding academic year.

The Provost and Vice President for Academic Affairs will notify the recipient, his or her department chair, dean, and the Assistant Dean for Academic Services of the award. The semester following the sabbatical leave, the faculty member is expected to present a written report to the dean and a public oral presentation. The dean will transmit the written report to the President and the Board of Regents through the Provost and Vice President for Academic Affairs. Sabbatical reports are housed in the Texas Collection.

Summer Sabbaticals

I. POLICIES:

Full-time contract faculty members and lecturers are eligible to apply for Summer Sabbaticals. Projects for these sabbaticals should meet one or more of the following criteria. 1. The improvement of professional competence related to courses one teaches or will teach; 2. Work on a scholarly or creative project; and/or

3. The development of materials to be used in a course that is being taught or course that will be taught.

A maximum of thirty summer projects will be awarded each year. Faculty members will earn 20 percent of the contract salary.

After receiving summer project sabbaticals, faculty members are eligible to reapply for subsequent summer sabbaticals.

Since the purpose of this program is to assist the Baylor faculty, anyone taking a summer sabbatical must return to teach at Baylor for at least one year following completion of the sabbatical.

II. PROCEDURES:

The procedures related to University sabbaticals apply to summer sabbaticals. Recommendations from the deans are submitted to the Provost and Vice President for Academic Affairs by the third week in October of the academic year in which the award is made.

BU-PP 714: March, 1996

Website: July, 1998

POLICY NO LONGER IN USE