

Guidelines for Sabbaticals

Because scholarly and creative endeavors are essential complements to excellence in teaching, the University encourages and supports such efforts on the part of both its faculty and its students. In addition to enriching the University, these endeavors form the foundation from which Henderson builds appropriate programs in response to the needs of the various communities which it serves. Knowledgeable faculties willing to share their expertise must be the single most important resource of any educational system. Recognition of this concept was the reason for initial establishment of the university systems, and the only justification for their continued existence today. Likewise, since college faculties are only human, it has long been recognized that a constant effort by each faculty is required to maintain and improve their respective bases of knowledge. For this reason, the tradition of sabbatical leave has long been a part of higher education, providing the faculty with the opportunity of revitalization in many respects including the acquisition of new knowledge and ideas. It is the responsibility of the institution to provide such opportunities for its faculty, and to recognize that such an opportunity must include all of three vital ingredients: time, moral support, and financial support.

In keeping with these premises, the following guidelines define the sabbatical program for the faculty of Henderson State University:

1. Eligibility - All tenured faculty who hold the rank of professor or associate professor, and who have completed at least seven continuous academic years of service as teaching faculty for the institution will be eligible for sabbatical leave.
2. Institutional Support - The institution will provide faculty on sabbatical leave with full contractual salary and benefits for a one-semester leave, or one-half contractual salary and full benefits during a full academic year of sabbatical leave. In addition, the institution may provide financial assistance for excessive expenses such as required for extensive travel, housing, tuition and fees. Faculty accepting support must agree to continue service to the institution for at least a full academic year following the sabbatical leave.
3. Application for Sabbatical Leave - A Sabbatical Committee will be appointed by the President, composed of faculty eligible for sabbatical leave but excluding those making application at the time. The applicant will submit a proposal to the committee explaining the program of professional activities planned during the leave. The committee will evaluate the proposal and make a recommendation to the president.
4. Replacement of Faculty on Sabbatical Leave - Care will be exercised by the department chair in replacing faculty on sabbatical leave, particularly in upper level/specialty courses. Program quality should not suffer as a result of faculty on sabbatical.
5. Number of Faculty on Sabbatical Leave - To achieve the desired result from a sabbatical program, that of maintaining and improving overall faculty expertise, it is necessary to have some minimum number of faculty on leave at all times. Opportunity should also be provided for more than one sabbatical leave during a career, and new faculty gaining eligibility must be provided the opportunity. Therefore, it is recommended that from 5-10% of eligible faculty be on leave at all times and rotation through eligible faculty who desire sabbatical should occur within a ten-year period or less.
6. Loss of Eligibility - After receiving sabbatical leave of at least one full semester, faculty will not be eligible again until another seven year period of service to the institution has been completed. Time on leave may be counted as part of this period.