

SABBATICAL INFORMATION

Please note that it is **your** responsibility to initiate application for sabbatical leave as you are eligible. Applications are submitted in writing **on or before February 15**, three semesters preceding the academic year involved, to the Vice President for Academic Affairs.

Eligibility

In order to be eligible for a sabbatical, faculty members must have completed six academic years of continuous service as a full-time member of the faculty, or have completed six years of continuous, full-time service since May of their last sabbatical year.

Evaluation Criteria

The University may not be in a position to grant sabbatical leaves to all eligible applicants in a particular year. The following criteria will be taken into account in selecting applicants:

1. length of service since previous leave;
2. timeliness of a particular project;
3. the likelihood of successful completion of proposed leave activities based on previous accomplishments by the faculty member requesting the leave;
4. the scholarly merit of the proposed leave activities;
5. the likely contribution of the proposed activities to the individual faculty member's professional growth as a teacher and scholar;
6. the likely benefit to the University of the proposed project.

The number of sabbatical leaves granted each year will be determined by the Provost and then taken with recommendation to the Academic and Student Affairs Committee of the Board, and the President. The total number of faculty members on leaves normally should not exceed 10 percent of the total full-time teaching staff in any single year.

Conditions of Sabbatical Leaves

1. **Leave Period** - Sabbatical leaves may be granted either for one semester or for one year.
2. **Compensation** - One-semester sabbatical leaves carry full salary. Two-semester sabbatical leaves carry a salary for the full academic year of half of the faculty member's salary base. For both types of sabbatical leaves, the faculty member continues to participate in all fringe benefit programs with the University continuing its contributions.
3. **Replacements** - In advance of leaves, the department chair shall discuss schedules with the appropriate dean to assure coverage of essential courses. While on sabbatical, faculty members will have no committee responsibilities. The FEC will appoint replacements.

Sabbatical Report Submitted to Provost for Review

Upon completion of sabbatical leave, faculty members are required to submit a post-sabbatical report to the Vice President for Academic Affairs following the guidelines provided on the report form.

Return to University

Faculty members receiving a sabbatical leave are expected to return to California Lutheran University for at least one academic year of full-time service. Upon return from sabbatical leave, faculty members will resume their former positions or be assigned to positions of like nature and status and will be granted increment increases, if any, that were given during their leave.