



## Delaware State University

**University Responsible Unit:** Office of Human Resources

**Policy Number and Name:** 04-40 Sabbatical Leave

**Approval Date:** April 13, 2015

**Next Review Date:** April 13, 2017

### **I. Purpose**

The purpose of Sabbatical Leave shall be for professional study, work on publications, educational travel, travel combined with study, research, or other purposes which in the opinion of the Administration will improve the academic quality and/or institutional effectiveness of Delaware State University.

### **II. Scope and Applicability**

This policy applies to Administrators and Professional/Technical staff who shall be eligible for Sabbatical Leave at the completion of seven or more continuous years of service at Delaware State University.

### **III. Policy**

1. A Letter of Request for sabbatical leave must be submitted to the Provost by February 1 of the calendar year of the requested leave. Full-year sabbatical leaves will normally start July 1; less than full-year sabbatical leaves may start at any time after July 1, but must be completed by June 30.
  - a. The Letter of Request for sabbatical shall include the presentation of a definite plan for the scholarly use of the sabbatical and an indication of the specific semester(s) for which the leave is requested;
  - b. The Letter of Request for sabbatical leave shall be submitted to the Department Administrator on or before September 1 of the academic year preceding the anticipated sabbatical. The recommendation of the Department Administrator, including specific plans for replacement or coverage for the professional staff on sabbatical, shall be submitted to the Provost no later than September 15.

2. The Provost shall review each request for sabbatical leave. The Provost shall consult with the Chief Operating Officer on funding for sabbatical leave. After that consultation, the recommendation, including funding, will be presented to the President of Delaware State University.
3. If granted leave, the administrator or professional/technical staff shall receive one-half salary for one year's leave, or full salary for six months or less.
4. The number of administrators or professional/technical staff on sabbatical leave at any one time shall be limited to three. The total leave in any one year will be twelve months. No administrator or professional/technical staff will be entitled to additional sabbatical leave after being initially approved.
5. An administrator granted sabbatical leave shall not engage in remunerative work while on leave without the approval of the President. Scholarships and fellowships in approved colleges and universities or grants which do not interfere with the program of professional improvement are not considered remuneration.
6. Upon accepting a sabbatical leave an administrator or professional/technical staff shall certify to the Office of the Provost and Office of Human Resources his/her commitment to return to his/her position with the Delaware State University for a period twice the length of the leave granted.
7. Should the administrator or professional/technical staff not remain with Delaware State University the required period, he/she shall agree to repay Delaware State University the full amount that he/she received in sabbatical leave compensation.
8. All fringe benefits shall be continued during the sabbatical leave as though the administrator or professional/technical staff were on his/her regular assignment, except accrual of vacation and sick days.
9. At the discretion of the University, the administrator or professional/technical staff on sabbatical leave shall be entitled to and receive equivalent improvements to compensation and/or other benefits for the subsequent year granted other Administrator or Professional/Technical members of Delaware State University.
10. At the conclusion of the sabbatical leave, the recipient must submit a report of the work accomplished to the Provost of the University. The report should indicate how the experience improved the recipient's capacity to serve the University. In general, the report is to be submitted within two months of the return from sabbatical leave.

**IV.** An individual may become eligible for a subsequent sabbatical leave under the terms and conditions specified above, provided that another minimum of seven years of full-time service has elapsed since beginning a previous sabbatical leave. (Time spent on sabbatical leave, or any unpaid leave, is not counted as a part of the required contract years of full-time service.)

**V. Responsibility**

Provost, Chief Operating Officer, Office of Human Resources