

## **SABBATICALS**

The University encourages sabbatical leaves that allow faculty to take time away from their regular load of School-related activities to engage in personal and professional development activities that align with the mission of Adler and contribute significantly to their work at Adler. This paid leave of absence is limited to Summer Term 1 and a maximum of three (3) awards. All faculty members who are awarded a sabbatical must commit to returning to their regular load in the subsequent Fall Term and sharing the outcomes of their sabbatical with the Adler community within six months.

### ***Eligibility***

By May 1st each year, the Vice President for Academic Affairs will determine the number of sabbaticals to be offered for the upcoming year and announce this to the faculty. All full time, core faculty who have had that assignment for a minimum of four (4) years at the University are eligible to apply for a sabbatical leave. Once a faculty member has been awarded a sabbatical, that individual must wait a minimum of five years following the sabbatical term before applying again.

### ***Compensation, Benefits and Conditions***

Full salary and benefit coverage is provided during the one-term sabbatical. Faculty receiving a sabbatical must commit to returning to their regular responsibilities at the University for the following full academic year. If the faculty member does not return the following year, the salary paid during the sabbatical will be reimbursed to the University through a payment schedule worked out with Human Resources.

### ***Application Procedure***

The faculty member will submit the following sabbatical packet of information to the Office of Academic Affairs:

1. A completed Application for Sabbatical Form.
2. A brief (1-2 page) narrative that describes the activity the faculty member intends to pursue, its value to their growth, its alignment to the Adler University mission, and how its significance will be measured.
3. A letter of support from the applicant's department chair and/or program director (or VPAA in the case of a department chair).

The sabbatical packets will be reviewed by the Rank, Promotion and Sabbatical Committee with the Vice President of Academic Affairs as an ad hoc member. Sabbaticals will be announced by September 1st by the Office of Academic Affairs. The Rank, Promotion and Sabbatical Committee will have the responsibility for ongoing review and recommendation of standard policies and procedures for granting sabbaticals.

***Community Presentation***

Within six months after returning from the sabbatical, the sabbatical recipient, with support from the Office of Academic Affairs, will coordinate an event where the faculty member will share the sabbatical outcomes with the Adler community. The sabbatical recipient will also send an electronic record or summary of the presentation to the Office of Academic Affairs.