

Proposed Faculty Handbook language revision

The Provost's Office proposes that one sentence be struck from the Sabbatical Leave of Absence policy, and that the deadline for Sabbatical Leave Applications be revised, per below:

SABBATICAL LEAVE OF ABSENCE

Otis College understands and supports the restorative and creative value of faculty sabbaticals. The purpose of sabbatical leave is to enable full-time faculty members to pursue scholarly and/or professional creative development with a degree of concentration and freedom not normally possible while teaching a full-time schedule.

A sabbatical leave is an investment by the College in a faculty member's capacity to contribute to the objectives of the College, i.e. professional standing, achievement of excellence in instruction, and/or service.

Therefore, sabbatical leave applications are approved only when there is adequate reason to believe they will achieve this purpose. A sabbatical leave is not automatically earned by length of employment. Sabbatical outcomes will be shared with the college community as described in the approved leave application.

Otis College of Art and Design is committed to awarding at least three sabbatical leaves annually. Full-time faculty, Chairs and Assistant Chairs with seven years of service at the College are eligible to apply for this leave. The Faculty Development Committee will review and prioritize candidates for recommendation to the Provost and the President for final approval. The Provost notifies applicants of the final decisions.

Sabbatical Eligibility

Full-time faculty, Chairs and Assistant Chairs are eligible to apply after a minimum of 7 years, or a cumulative total of 14 semesters, of full-time service to Otis College of Art and Design. **Part-time service at Otis of 2 years (8 lecture or 12 studio hours per week) performed before the 2012-2013 academic year may be counted toward the initial seven-year eligibility status.** Thereafter, faculty will be eligible after six years of full-time service following their last sabbatical leave. No more than one sabbatical will be awarded to an individual during a seven-year period. Persons granted sabbaticals may not teach, part-time or full-time, during their leave, unless specifically included and described in their application.

Other faculty development leaves, or any other conditions of non-sequential full-time service to the institution such as release time, will be factored into an applicant's eligibility status and considered by the Faculty Development Committee in determining priority and institutional impact.

Sabbatical Process

Faculty and Assistant Chairs must obtain initial approval for sabbatical leave from their Department Chair, who will consider the impact on the department and the College. Persons applying for sabbatical leave will **submit an Application for Sabbatical Leave form to the department for Chair approval no later than February 1st, and will** submit the approved

form to the Provost no later than March 30 1st prior to the academic year in which the sabbatical would occur.

The Committee's review process shall take into consideration a balance of factors including first time sabbatical requests, total length of service at the College, and the creative benefits and excellence of the proposed project.

Persons receiving sabbatical leaves must return to the College for at least one full year following the leave unless special arrangements are made in advance between the individual and the College.

An individual may request to accelerate a sabbatical or to otherwise vary from the length of service requirement (e.g., to coincide with outside grants or fellowships or for other compelling or meritorious reasons).

Sabbatical leaves may be denied by the President or Board of Trustees for budgetary reasons. The sabbatical leave policy may be suspended for reasons of financial exigency. In the event of a denial, upon request the Provost will provide the applicant with a written explanation of the decision.

Duration and Compensation

The sabbatical may be either for one semester at full pay or two semesters at half pay and will be based on the then-current rate and schedule.