MEMO TO:       Full-time faculty

FROM:           Lydia Omori, Sabbatical Leave Review Committee

DATE:           October 7, 2009

SUBJECT:        Application for Sabbatical Leave

This memorandum represents notification of procedures and deadlines for applying for a sabbatical for the 2009-2010 academic year.

A tenured faculty member is eligible to seek a sabbatical leave after having completed six years of full-time service as a faculty member.  In other words, a tenured faculty member can first apply for a sabbatical leave during the seventh year of employment at Harper and the leave would take place in the eighth year.  For additional information about applying for a sabbatical, refer to the following materials:

                        \* Faculty/Board Agreement, Article IV, J

                        \* Sabbatical Leave Application

Applicants are encouraged to meet with their dean to discuss their application before submitting. Please contact me if you have questions: ext 6598 or lomori.

Please contact your division office to obtain the proper application form.  The application is also on the Portal on the Academic Affairs page. Please provide the Committee with ten photocopies of your application.

The following deadline for applications will be adhered to:

**November 1, 2009:** All sabbatical applications with support materials must be submitted to the division Dean.

**November 6, 2009:** The Dean will review the applications and write a recommendation. The applications will then be forwarded to the appropriate Vice President for review.

**November 13, 2009:** The appropriate Vice President will review the applications and write a recommendation. The applications will then be forwarded, along with the recommendations from the Dean to the Sabbatical Leave Review Committee for review.

**December 15, 2009:** After reviewing applications and a brief interview with all applicants, the Sabbatical Leave Review Committee will forward its recommendations to the President of the College, and the applicants will be notified of the Committee's recommendations.

**February 2010:**   Recommendations for sabbatical leave will be on the agenda of the February meeting of the Board of Trustees.

The Faculty/Board Agreement authorizes two types of sabbatical leaves:

1.      A one-semester leave, during which a faculty member receives full salary.  Faculty members have been allowed the option of extending one-semester leaves for a period of two semesters by teaching half-time each semester and receiving full salary.

2.      An academic year leave during which a faculty member receives one-half salary.

The Committee anticipates that a limited number of one-semester (full pay) leaves will be available.  Since the academic year (half-pay) leaves permit a net cost savings to the college (because the college usually replaces the faculty member with adjunct faculty), it is likely that the number of these leaves granted will not be as limited.

Past applications for sabbatical leaves have included such activities as post-doctoral research, travel, independent study and scholarship, professional or creative writing, projects which directly benefit the college, and leaves for specific graduate courses or to complete post-graduate degree requirements. The Board expects that all sabbaticals will represent a value that accrues to the College and to the students.

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