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2.8.2 Sabbatical Leaves

Sabbatical leave, as defined by the Board of Supervisors, is an aspect of faculty development and may become a part of an individual's Faculty Development Plan.

According to Board of Supervisors policy provision for leave with pay for the purpose of "professional and cultural improvement or for the purpose of rest and recuperation" is a well-established administrative device calculated to improve the quality of higher education professional service. The Board of Supervisors recognizes that such a policy is justifiable and desirable and provides for faculty leave under the conditions specified below.

"Faculty" is defined in LSA-R.S. 17:3304 as "Members of the instructional staff of each college and university having the rank of instructor or higher and persons engaged in library, artistic, research and investigative positions of equal dignity.... The head of each college and its academic officers shall be members of the faculty."

1. For the purpose of professional or cultural improvement, or renewal, this leave may be granted for two semesters (52 weeks for 12-month employees). It may be granted following any six or more consecutive fiscal years of active service in the institution where such individual is employed. An individual may not accumulate time in an attempt to qualify for more than one consecutive year of such leave. Leave also may be granted for one semester (26 weeks for 12-month employees) following three or more consecutive years of such service by an individual, provided that absence due to sick leave shall not be deemed to interrupt the active service provided for herein. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.

2. The compensation from the state for the period of leave approved shall be at the rate of not more than 75 percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Employers and employees shall contribute to the retirement system on the basis of full annual salary rate. Compensation payable to persons on

leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner

3. In those cases where the faculty member or administrator receives outside compensation, such payment is to be approved in writing and in advance by the president as supportive of the purposes of the leave. If outside compensation plus paid leave would exceed the regular salary the leave pay will be reduced so that the institution will pay no leave if the outside compensation equals or exceeds the regular pay. But nothing shall prevent the faculty from being remunerated by outside agencies at higher rates than his or her regular pay.

4. After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisor to indicate that the purpose for which the leave was granted has been achieved.

5. At no time during any semester of an academic year shall the number of persons on leave with pay (except sick leave) exceed 5 percent of the total faculty.

6. In accepting a leave of absence with pay, the faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R..S.17:3328) to return to the institution for at least one year of further service. A copy of this rule shall be included in the institution faculty handbook and made known to each applicant for such leave.

7. Individuals accepting sabbatical leave (with pay) are cautioned about prohibition against dual appointment or dual employment as described in LSA-R.S . 42:63.

8. Sabbatical leave shall be granted only with prior Board approval.

Refusal by a faculty member or administrator to comply with provisions of the Board's leave and sabbatical leave policy shall result in the forfeiture of tenure and/or employment.

1.1.1.1. *Application for Sabbatical Leave*

The form used for sabbatical leave applications is called "Board of Supervisors for the University of Louisiana System Request for Leave of Absence." This form is available through the offices of the Academic Deans.

As mentioned in Section 2.8.2, sabbatical leave is an aspect of Faculty Development and therefore can become a part of a faculty member's Development Plan. The following is the process for sabbatical leave programs:

- a. Applications for Sabbatical Leaves shall be submitted to the appropriate Department Head on or before November 1. Application for sabbatical leaves must include in the order listed, materials listed below:
 - A current *curriculum vitae*, in the approved format (See internal administrators' drive – M Drive), and a completed leave request form must be provided.
 - Faculty must submit, in writing, a plan indicating the purpose of the leave. This plan must be well structured involving research, scholarly or creative activity, postdoctoral studies, or other activities which will benefit both the leave holder and the institution. Applications must demonstrate that proper and adequate preparations have been made to insure that the proposed activities are feasible and worthy of support.
 - A statement supplying appropriate data to indicate that the candidate has satisfied any stated requirements for participation in the faculty development leave program.

- b. On or before November 15, the Department Head shall inform the faculty member of the Head's recommendation regarding such application and forward a recommendation to the Dean, only if such recommendation is positive.

- c. On or before December 15, the Dean, after consultation with the College Personnel Committee, shall inform the faculty member of the Dean's recommendation regarding such application and forward a recommendation to the Provost and Vice President for Academic Affairs, only if such recommendation is positive.

- d. On or before February 1, the Provost and Vice President for Academic Affairs shall inform the faculty member of the recommendation regarding such application and forward a recommendation to the President, only if such recommendation is positive. If the President approves the recommendation and Board of Supervisors action is not required, the Provost and Vice President for Academic Affairs shall notify the faculty member within five (5) working days of the President's approval. If Board of Supervisors action is required, the President shall forward a recommendation to the Board

of Supervisors at its next meeting, only if such recommendation is positive.

e. Within five (5) working days of the Board of Supervisors meeting at which the recommendation is discussed, the Provost and Vice President for Academic Affairs shall inform the faculty member of the Board of Supervisors' action on the recommendation.

f. Modifications of dates to accommodate specific applications is permissible. Modification to dates requires prior approval of the President.