

## **Doisy College of Health Sciences Sabbatical Leave Request Procedures\***

The purpose of sabbatical leaves is professional development and renewal. A full time tenured faculty member may apply for paid sabbatical leave. The Doisy College of Health Sciences (DCHS) Sabbatical Leave Request Procedure document identifies the college procedures that relate to the evaluation of and timeline for the submitted sabbatical request. Typically a sabbatical is one semester at full pay or two semesters at half pay.

### **Application Process**

A full time, tenured faculty member desiring a sabbatical leave must submit an application to the DCHS Rank and Tenure Committee through her/his Chair (or Program Director if applicable) or Dean if the faculty member is a department chairperson by the 1<sup>st</sup> of August. As an example, an August 1, 2019 submission deadline applies to leaves that are anticipated to start during Fall 2020, Spring 2021 or Summer 2021. Faculty of the Doisy College of Health Sciences (DCHS) requesting a sabbatical leave must follow the procedures for sabbatical leave requests contained in *The Faculty Manual of Saint Louis University: Section H.12.d (as amended May 3, 2008)* and the Sabbatical Leave Proposal Guideline on the Office of Academic Affairs website. Members of the faculty interested in submitting a sabbatical leave request are encouraged to discuss the request with her/his Chair (or Program Director, if applicable) as early as possible. The Chair is to inform the Dean in writing of a faculty member's intent to apply for a sabbatical.

### **Application Evaluation**

The DCHS's Rank and Tenure Committee will evaluate Sabbatical Leave applications using the following:

#### Project proposal

- Feasibility
- Appropriateness of the leave
- Value to the individual
- Value to the program/department
- Value to the Doisy College of Health Sciences
- Value to Saint Louis University
- Chair's letter which addresses the performance and competence of the applicant to undertake the plan, how the program will cover the responsibilities of the applicant during the leave, and whether any additional resources are necessary.

The DCHS Rank and Tenure Committee will support or not support the request as determined by a majority vote of members representing a committee quorum. The DCHS's Rank and Tenure Committee

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\* For full time tenured faculty

Date: August 09, 2012

will forward the application packet and DCHS Rank and Tenure Committee's recommendation to the DCHS Dean. The Dean will make a support/no support recommendation documented in letter format. The complete application packet, DCHS Rank and Tenure Committee's recommendation and Dean's recommendation statement will be submitted to the University Vice President of Academic Affairs who will make the final determination.

**Application Timeline**

- August 1 Faculty member submits Sabbatical Leave Application Proposal to the Departmental Chair (or Program Director, if applicable) or Dean as appropriate and indicated above (i.e., if faculty member is a Chair). If submission is to a Chair or Program Director, the Chair or Program Director is to notify the Dean in writing
- September 1 Departmental Chair (or Program Director, if applicable) or Dean submits Sabbatical Leave Application Proposal to the DCHS Rank and Tenure Committee. The Chair/Program Director/Dean includes his/her letter of support/nonsupport.
- September 15 Chair of the DCHS Rank and Tenure Committee submits the Sabbatical Leave Application Proposal and Chair/Program Director/Dean letter of support/nonsupport to the DCHS Dean with the Rank and Tenure Committee's statement of support/nonsupport.
- October 1 DCHS Dean submits Sabbatical Leave Application Proposal and accompanying letters of support/nonsupport to the Vice President of Academic Affairs.