

## **Dorothy F. Schmidt College of Arts and Letters**

### **College Sabbatical Policy**

The College adheres to the philosophy of sabbaticals as stated in FAU's CBA, Article 22.2,

"Sabbaticals for professional development are to be made available to employees who meet the requirements set forth below. Such sabbaticals are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service."

And the Faculty Handbook,

"Sabbaticals are made available for full-time, tenured faculty who have completed at least six years of full-time service. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Sabbatical applications usually are distributed by the University Provost's office in early September for the subsequent academic year."(p. 76)

The College will follow guidelines in both the CBA and the Faculty Handbook, as well as the Provost's memo on sabbaticals (<http://www.fau.edu/provost/faculty/files/Sabbaticalmemo-16-17.pdf>).

The College Policy adds to the University guidelines the following clarifications:

- 1.) Any professor granted a sabbatical (half year or full year) is expected to devote 100% of his or her time to research and professional development/renewal and is to discontinue all administrative, service and teaching assignments held at the departmental, college or university levels.
- 2.) As a professional and collegial courtesy, faculty may be expected to complete thesis and dissertation advising so as not to forestall students' progress to degree, but are encouraged to plan ahead so as to keep this work to a minimum during their sabbatical. Thesis and Dissertation committees should work with the professor on sabbatical to ensure flexibility (skype/phone involvement, email communication, etc.).
- 3.) Faculty are entitled to participate in P&T processes while on sabbatical as per the P&T guidelines. Sabbatical faculty may participate in other faculty governance matters (i.e. faculty searches) on a voluntary basis but are not expected to do so.
- 4.) As with other semester-long releases in the College, in the case of a one semester sabbatical, Chairs are expected to assign a professor's two course semester as the sabbatical semester, assigning three courses to the other semester of the academic year. Earned administrative course releases (or other unique circumstance related to scheduling) may be applied to the non-sabbatical semester at the discretion of the Chair and Dean.

