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## SABBATICAL LEAVE POLICY FOR CLAREMONT GRADUATE UNIVERSITY FOR FULL-TIME FACULTY

Full-time tenure or tenure track faculty members of Claremont Graduate University may apply for a one-semester leave at full pay after six semesters of service or a two-semester leave at half pay after twelve semesters of service. A seventh semester leave is to be taken without replacement except in extraordinary circumstances.

Sabbatical leaves are provided to benefit the institution and the individual. A faculty member is normally expected to use it as an opportunity to further his/her professional development, such as in scholarly research and publication. Leaves are not to be granted automatically, but are to be reviewed in the light of the benefit to the individual and the institution.

The following regulations and procedures will be customary in granting leaves:

1. Eligibility will be computed from whichever one of the following occurred most recently:

- a. first semester of employment;
- b. return from last sabbatical.

If service at the Graduate University is interrupted by a non-sabbatical leave, such as an outside research or teaching grant, the administration will consider, in individual cases, whether or not time credit toward a sabbatical should be retained.

In cases where the administration has requested that an individual delay taking sabbatical, calculation of eligibility for the next sabbatical will commence with the semester that follows the period for which the faculty member was initially eligible.

2. Application for a sabbatical shall be made in writing on the sabbatical leave form to the Dean by December 1 of the prior academic year. Deans of the schools will submit sabbatical requests to the Provost and Vice President for Academic Affairs by the first day of the spring semester for approval at the February Board of Trustees meeting. For late requests requiring approval at the May Board of Trustees meeting, the deadline for deans to submit to the Provost is April 15. The application should indicate the purpose and whether or not the individual will remain in Claremont during the leave. In conjunction with the approval of a sabbatical leave it is understood that, upon return, a two to three page report is to be filed with the Provost's Office noting academic and professional activities during the leave.

3. The Provost and Vice President for Academic Affairs will present all requests to the Board's Committee on Academic Affairs of the Graduate University for final approval at a meeting of that Committee early in the spring semester.

4. The faculty may freely choose between the two styles of leave from one occasion to the next, providing the proper time has elapsed since his or her last leave. The choice must be made known to the appropriate dean or department chair at least one year in advance of the date of leave-taking.

5. With the approval of the school dean or department chair, respectively, a one-semester sabbatical scheduled for the first semester may be shifted to the second semester, and vice versa the next cycle beginning with the semester following the scheduled rather than the permitted leave.

6. One-semester sabbatical leaves may not be augmented with a leave of absence without the approval of the school dean or department chair and the Provost and Vice President for Academic Affairs on a case-by-case basis.

7. Sabbatical leaves for both one and two semesters .(approved FEC 11/05/07), with the approval of the Provost and Vice President for Academic Affairs and the Board of Trustees may be delayed beyond the scheduled year, if this does not damage the relevant school dean's or chair's projected schedules of leaves for other members, or interfere in any other critical way with curricular schedules.
8. Requests for replacements necessitated by a two-semester sabbatical leave must be presented to the Provost and Vice President for Academic Affairs in time for provision in the budget; in any event, such requests should be made no later than January 1 for the following academic year.
9. Faculty are expected to teach for at least one semester at CGU following completion of their sabbatical. As part of a retirement incentive package, a terminal sabbatical may be considered if enough units have been earned.
10. Term appointees are not eligible for sabbatical leaves unless, and until, they are voted tenure or tenure track.
11. Untenured tenure-track faculty members are eligible for sabbatical leaves.
12. Faculty serving in administrative roles, such as dean of a school or associate provost, are encouraged to postpone sabbatical leaves during their term of administrative service, and be given credit towards future sabbaticals for the semesters served in their administrative roles.

01/03

(form: Application for Sabbatical or Leave of Absence updated 10/2007; Revised and approved FEC 11/26/07; Faculty 12/10/07)