

IV.B. Leaves

IV.B.1. Sabbatical Policy

Sabbatical leaves may be granted for the reasons and under the conditions described in the Policies of the Board of Trustees. Since extra allocations of funds are not available for leaves, they must be covered by regular unit allocations.

In order to be eligible for a sabbatical leave, an academic employee must be tenured and must have completed at least six consecutive years of service within the University. Academic employees who have previously had a sabbatical leave must have completed at least six consecutive years of service with the University from the date of return from their last sabbatical leave. Please refer to the Policies of the Board of Trustees for guidelines in computing consecutive years of service.

According to the Policies of the Board of Trustees, "the objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals."

The policies state that "sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experience of professional value." In addition, "the chief administrative officer may approve such sabbatical leave as he or she deems appropriate and such leave shall be reported to the chancellor." The policies also state that each application for sabbatical leave "shall include a statement outlining the program to be followed while on sabbatical leave, indicating any prospective income, stating that the applicant will continue as a member of the professional staff for a minimum of one year upon return and stating that upon return the applicant will submit to the chief administrative officer a detailed report of professional activities and accomplishments while on sabbatical leave."

An application for sabbatical leave, including the rationale for the request and the planned activities, as well as any other supporting materials, must be submitted through channels and received by the executive vice president for academic affairs and provost by the second Monday in January (eight months in advance of a fall semester leave request, and 12 months in advance of a spring semester leave request). Applicants must have on file their Annual Faculty Reports for each year since any earlier sabbaticals have been submitted.

Faculty should submit the application online through the Provost Office E-Forms under my.binghamton.edu, under "Other" by selecting the "Sabbatical Leave Request E-Form" tab. The application will then proceed to the Department Chair (if applicable), to the Dean's office, to the Provost, and to the President for approval, then a copy will go to Human Resources.

To receive administrative approval for a sabbatical leave, faculty members must show substantive results from any earlier sabbaticals and must perform at the level expected of tenured faculty, as demonstrated in the Annual Faculty Report. In addition, provision must have been made to meet the faculty member's teaching obligations during the proposed absence from campus.

The overriding objective of sabbatical leave must be "to increase an employee's value to the University and thereby improve and enrich its program." Faculty members must provide a specific plan of work with their requests. That plan will involve research that will likely lead to publication. In addition, the plan may lead to enhanced teaching competence and to expanded abilities for public service. Sabbatical leave provides a faculty member the chance to look beyond the campus for professional renewal and contacts with colleagues. When possible, faculty should avail themselves of this opportunity for a change of environment.

Should a change occur in the sabbatical work plan or in the expectation of earned income, an addendum to the sabbatical leave request must be made to the president through channels.

Within six months of return from sabbatical leave, a report required by the policy must be submitted online under the same Provost Office E-Forms using the "Sabbatical Report" tab and the ID number assigned to the Sabbatical Leave Request. The report will proceed through the same channels as the Sabbatical Request, i.e., to the Department Chair (if applicable), to the Dean's office, to the Provost, and to the President for approval, then a copy will go to Human Resources.

Sick leave credits do not accrue, nor may they be used, during a sabbatical. Credit toward retirement is based upon percentage of full-time status.

Please note that any faculty member who does not return from sabbatical leave for at least one additional year of employment may be expected to remit to the University any salary paid by the University while on leave, or to arrange for a new employer to reimburse the University for such salary.

IV.B.3. Leave Status and Faculty Responsibility

Faculty who will be on leave and not in residence, and will thus not be available to students, will be expected to make arrangements with their students and their department chairs (or other appropriate office) to fulfill all professional obligations for any semester of service preceding the leave. Faculty who will be on leave must have submitted grades for their students, and must have made arrangements for the return of papers or other student materials in their keeping. In the event it becomes necessary to contact them, faculty members should provide to the appropriate personnel addresses and telephone numbers where they may be reached while on leave.

Faculty members may be required to make a statement similar to the following on their leave requests: "I have made arrangements for the disposition of all student-related matters still remaining at the time I begin my leave."