

## **REQUEST FOR SABBATICAL CHECKLIST**

(Refer to the Faculty Handbook (copied below) and found [here](#)– II. Leaves of Absence, A. Sabbatical Leaves, sections 1 through 9, for a description of and requirements for sabbatical leaves.)

All materials should be submitted via Interfolio to Faculty Affairs. Please visit <https://case.edu/medicine/faculty-and-staff/office-faculty/faculty-affairs/interfolio> for instructions on how to obtain access to Interfolio or instructions on how to submit materials. If you have questions regarding Interfolio, please email [SOMInterfolioSupport@case.edu](mailto:SOMInterfolioSupport@case.edu).

### **Candidate Requirements in Interfolio:**

- Curriculum Vitae
- Detailed plan for the sabbatical, including start and end date

### **Department Requirements in Interfolio:**

- Department chair's recommendation, which must address salary support and provisions for teaching coverage, if applicable

\*The dean or department chair is responsible for informing the faculty member of the conditions of supported sabbaticals, including the obligation to return to faculty service.

\* According to the Faculty Handbook and by submitting this application in Interfolio, the school agrees to support the candidate's salary for the duration of a half-year sabbatical.

## **II. Leaves of Absence\* A. Sabbatical Leaves**

1. The University is committed to the development of an academic community recognized for its achievements in contributing, transmitting, and utilizing knowledge and ideas. Such a goal requires the continual evaluation and improvement of current activities, as well as the determination of new objectives. Since there exists no single source of knowledge or ideas, it is necessary that stimuli from outside the immediate university environment be received and applied. An essential means for the faculty periodically to enhance its competence and expand its horizons is a sabbatical leave program.
2. A sabbatical leave is a leave of absence from regular academic duties of one year or less with university financial support, if required, where the primary effect of the leave is to enhance the professional development of the faculty member through study or research. Where the primary effect of the leave is service to another institution, such as a leave to take a public service position, the leave is not a sabbatical leave, although some professional self-development may result from the leave.
3. Conditions for the success of a sabbatical leave program are (i) affirmation of its importance to the faculty's goals throughout the University, (ii) the capacity of departments and schools to meet their obligations while members are on leave, (iii) the requirement of a clearly formulated proposal by each applicant for productive use of the leave, (iv) adequate financial support so that leave does not entail individual hardship, and (v) the requirement of a report to the appropriate department chair or dean following the leave.
4. A faculty member is normally eligible for consideration for a sabbatical leave during the sixth year following the initial appointment or following the year in which the last sabbatical was taken. The leave, if granted, would normally be taken in the following or seventh year.
5. If a faculty member does not apply for a sabbatical when he or she becomes eligible or if his or her program for use of the leave is not of sufficient merit, he or she may apply in any subsequent year. However, if a sabbatical leave is applied for and deferred because the individual cannot be spared from his or her institutional duties, the faculty member will be granted the leave as soon as feasible. In this case, the individual may subsequently apply for his or her next sabbatical according to the original time table.

6. The interval between sabbatical leaves is normally not extended by a leave of absence other than sabbatical unless otherwise specified in the letter granting that leave.
7. The length of time since a faculty member has had an opportunity for intensive professional development, whether furnished by this University or by some other institution, is a major factor in decisions concerning the granting of a sabbatical leave. If a faculty member moves here from a position at another institution, his or her previous service should be considered in determining when he or she is eligible for consideration at this institution for a sabbatical.
8. In order to conserve limited university resources, the applicant for a sabbatical leave shall make efforts to secure support from outside sources, such efforts to include conferring with appropriate administrative officers. Failure to secure such support shall not prevent the leave.
9. Application for a sabbatical leave shall include a specific study proposal. It shall be submitted to the department chair who shall forward it with his or her recommendation to the executive committee of the constituent faculty. The executive committee shall prepare a recommendation concerned with the merits of the study proposal and the applicant's qualifications to undertake it. The application shall then be reviewed by the dean who shall add his or her recommendation to the others for transmission to the president. If the executive committee recommends the leave and the chair and dean indicate that the applicant can be spared, it is expected that the leave will normally be granted.
10. The president shall decide whether the leave shall be granted and shall fix the level of university support. The University shall normally contribute an amount equal to full salary for half the academic year or half salary for the entire academic year. However, if the faculty member receives support from the University, the total salary received by the faculty member during the sabbatical leave from the University and other sources should not exceed his or her regular university salary. Reimbursement for travel and other expenses incident to the sabbatical leave are not included in the foregoing limitation. Should the faculty member secure funding for the sabbatical leave (i.e., Guggenheim, Fulbright, or other fellowship), the university support shall offset retirement contributions foregone by accepting the funded position.
11. If the faculty member is qualified for a leave but the decision is that he or she cannot be spared for a particular semester, the leave should not be denied but postponed and prompt arrangements made for a replacement.
12. All the above conditions for sabbatical leave are based on the premise that the faculty member is tenured. In cases of tenure track (but without tenure), non-tenure track or special faculty, special sabbatical leaves may be recommended as well at the discretion of the dean or in accordance with the by-laws of the constituent faculty in which the faculty member has his or her primary appointment. However, such leaves may not necessarily incur the obligation of university financial support.