Office of Academic Affairs
Summary of Policies / Procedures for Sabbaticals
LIU Brooklyn

General Policy

Pursuant to the Collective Bargaining Agreement between Long Island University and the LIUFF, Article XVI, Section 1a:

A. The Sabbatical application is made with the full understanding that recipients of leaves are required to return to L.I.U. for at least one full year following the sabbatical.

B. Sabbaticals shall not be available to individuals who will be engaged primarily in remunerative activities, including a teaching appointment at another institution, except where such appointment may be part of a fellowship or grant responsibility integral to the sabbatical purpose, or when, as recognized by past practice, professional development appointments may be remunerative as set forth in the sabbatical proposal, approved by the Board of Trustees.

Eligibility

- An individual faculty member is eligible to receive a sabbatical leave for every seventh year of full-time faculty service, provided he/she holds tenure.

- In the sixth year of continuing full-time faculty service, a faculty member may apply for a sabbatical leave for the seventh year. Fulfillment of the mandatory time requirement will not be met, however, unless the Board of Trustees approves the individual for tenure at the end of the sixth year of full-time service. In the sixth year of continuing full-time service after a sabbatical, an individual may again apply for a sabbatical leave. If his/her sabbatical leave was deferred, he/she may apply in less than six years after the last sabbatical.

- If an individual declines to apply for a sabbatical in any year in which he/she is eligible, that shall not be considered a deferral. That individual may apply any year thereafter, except that no two (2) sabbaticals may be taken without at least four (4) years of full time service between. Persons who decline to apply for sabbaticals in their minimum eligibility years shall not have priority status when applying later. But, neither will they be postponed in their subsequent eligibility.

Sabbatical Report

As per Article XVI, Section g: Within 60 days following the completion of a sabbatical leave, the faculty member shall forward to the Departmental Chair a description of his/her sabbatical activity along with material reflecting the professional accomplishments during the leave. The Departmental Chair will sign and date the report, place a copy in the faculty member's personnel file, and forward the original to the Dean. The Dean will also sign and date the report, place a copy in the faculty member's administration file, and forward the original to the President.

Completed Applications Must Include:

- An indication of the semester or semesters for which the leave is requested.
- A detailed statement of the academic purposes for which the leave is requested including anticipated academic or creative results and, where relevant, grants received. Applications that describe with reasonable particularity projects that will enhance faculty members' professional development will receive full consideration.
- A current curriculum vitae.

Review Procedures	Contractual Due Dates
Applications due in Department Chair's Office	10/19 (10/21 is a Sunday)
Applications due in Dean's Office	11/05
Applications due in Vice President's Office	11/15
Deans notify Applicants/Chairs of Negative recommendations	No later than 12/1
President submits recommendations To Board of Trustees for consideration	First meeting of calendar year
Notification to applicants of Board approval	Earliest possible date thereafter (No later than February 15th)

Deferral of Sabbatical

- A deferral may result from the initiative of the Administration or of the individual, either of whom must show compelling reasons for a deferral (in writing).

- An individual whose sabbatical has been deferred will be placed in a priority category for the next year. The individual need not reapply for sabbatical, but must notify his/her dean in writing by October 21 of intention to take the sabbatical during the following year.

- An individual whose sabbatical leave has been deferred will enjoy a one (1) year reduction in the next eligibility period. No individual may defer or be asked to defer a sabbatical for more than one (1) year.

Contractual Limits

	Brooklyn
Total # per academic year	36
Max. # 1-semester sabbaticals	Not >50% of total in any academic year
Additional # for prior year deferrals	2
Compensation rate 1-semester sabbatical (% of annual salary)	100
Compensation rate 2-semester sabbatical (fraction of full salary)	2/3

Revised 9/12
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