

BERKELEY COLLEGE SABBATICAL LEAVE POLICY

Purpose

The purpose of a sabbatical leave is to increase the effectiveness of the full-time faculty member by providing the opportunity to pursue scholarly interests, pedagogical research, and professional development. A sabbatical should result in the faculty member returning to Berkeley College with renewed vigor, perspective, and insight. This policy sets forth the purpose of faculty sabbaticals, eligibility criteria, procedures for requesting a sabbatical, and necessary approvals.

Scope

This policy applies to all Berkeley College full-time faculty.

I. Faculty Eligibility for Sabbaticals

A. Sabbaticals in the Semester System

Faculty who teach full-time may apply for a semester length sabbatical with full pay following the conclusion of fifteen (15) semesters, or the equivalent, of teaching with a satisfactory attendance and performance record, provided that their sabbatical leave is approved by their School/Division Dean. The timing of approved sabbaticals is subject to the needs of the department and the College, and will align with the usual teaching terms of fall, winter, and spring.

When Berkeley College administration asks a faculty member to defer his or her sabbatical, the faculty member's sixteenth (16th) semester, and all subsequently worked semesters until the time of the earned sabbatical, will be accrued towards the faculty member's next sabbatical.

A faculty member is required to teach the semester immediately following completion of the sabbatical leave; barring extenuating circumstances, anyone failing to do so will be required to return the salary paid during the sabbatical leave.

A faculty member who declines a sabbatical is not entitled to receive the equivalent in compensation.

B. Sabbaticals during the Semester Conversion

At the conclusion of the Spring 2016 quarter, credits accrued towards a quarter-based sabbatical were converted to semester-based sabbatical credits. This conversion is based on the academic year equivalent of 3 quarters = 2 semesters, as follows:

Accrued Credits Under Quarter System	Semester Equivalent (Rounded to Nearest Full Semester)
1	1
2	2
3	2
4	3
5	4
6	4
7	5
8	6
9	6
10	7
11	8
12	8
13	9
14	10
15	10
16	11
17	12
18	12
19	13

2. Sabbatical Application Procedures

Faculty members must submit the sabbatical request form to their Chair/Director/Coordinator by February 15th, preceding the fiscal year in which the sabbatical is to be scheduled. Those who fail to meet this deadline may be required to defer the sabbatical for a year without accrual. The Dean of the faculty member's School/Division shall determine the semester in which a full-time faculty member shall be permitted to take a sabbatical leave. However, sabbatical leave must be taken within one year of the approval date for the eligible semester.