



SABBATICAL LEAVE POLICY

I. Introduction

The Drexel University College of Medicine encourages the development and advancement of its faculty. Sabbatical Leaves are an important means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness enlarged, and an institution's academic program strengthened and developed. The main purpose of the Drexel University College of Medicine Sabbatical Leave Plan is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing and travel.

Sabbatical Leaves will be made available to the faculty of Drexel University College of Medicine ("DUCOM") in accordance with the following guidelines. Exceptions may be made on a case-to-case basis by the Dean or upon the recommendation of the Sabbatical Leave Committee.

- a. Sabbatical Leaves shall be awarded to encourage scholarly pursuits that will reflect benefits to both the individual faculty member and the University. Such pursuits include basic, educational and clinical research, production of scholarly works (such as papers or books), and improvement of teaching, clinical or research effectiveness and skills.
- b. Sabbatical Leaves shall be awarded by the Dean on the basis of recommendations made by the applicant's Department Chair (or on the basis of recommendation of the Dean when Department Chairs are being considered) and the Sabbatical Leave Committee.
- c. Recommendations for awards shall be made based on a written proposal initiated by the faculty member. The proposal shall state the purposes of the leave, according to the format outlined below. A letter of recommendation from the Department Chair that includes a commentary on the benefits this Sabbatical Leave will bring to the Department as well as the costs, staffing concerns, and impact to the Department while the faculty member is on leave must accompany the proposal and be submitted to the Dean for conveyance to the DUCOM Sabbatical Leave Committee. The Committee will arrive at a decision utilizing and weighing all the information provided to it. If needed, the Committee may request more information from sources it deems necessary.
- d. An important part of the application package is a written statement from the

Department Chair, developed in collaboration with the applicant, regarding a plan as to how the academic, teaching or clinical responsibilities of the applicant will be covered during the Sabbatical Leave. It is important for the financial impact on the Department and DUCOM to be clearly defined. The plan defined here provides for a budget neutral program.

- e. Tenured or tenure track Associate or Full Professors who are basic scientists or full-time educators and who have been full-time employees for six (not necessarily consecutive) years either since their appointment at DUCOM or since their last Sabbatical Leave, become eligible for a Sabbatical Leave. For faculty working ~ 75% time, but less than full-time, an equivalent of 72 months of full time service at DUCOM is required for eligibility. Faculty are not eligible if they are < 75% time. For example, a faculty member who works 75% time (equivalent to 9 months per year) would be eligible for Sabbatical Leave after 8 years (72 months) of service.
- f. Sabbatical Leave shall provide 50% compensation for up to 12 months. Although Sabbatical Leave is normally between 3 and 12 months, situations may arise, especially in the clinical or teaching areas, where shorter "mini-sabbaticals" are more appropriate. Sabbaticals must always be for at least one month. Salary will be calculated based on the faculty member's full annual compensation for the proposed sabbatical year. The DUCOM full dollar contributions to any fringe benefits normally covered by the University, including but not limited to group medical plan, major medical insurance, life insurance, disability insurance, retirement and tuition benefits for family members (collectively, "Benefit Costs"), shall continue during the period of leave, provided those benefits are not duplicated by a temporary employer, and provided the faculty member continues his/her regular contributions.
- g. Faculty desiring to make application under this Plan are encouraged to take advantage of opportunities for partial financial support from agencies, other universities and the like. The various offices of DUCOM shall assist in these endeavors where possible. However, the availability of external funds shall not prejudice the decision regarding a leave.
- h. Sabbatical Leave recipients shall be relieved of all academic duties and responsibilities during their leave, including but not limited to teaching and committee commitments. Examples of strategies for coverage of the responsibilities of basic scientists and educators are available.
- i. Sabbatical Leave recipients with grant, contract, or other active research support must maintain active and full responsibility for managing such research. This includes but is not limited to monitoring research expenses and research progress, filing required progress reports, and maintaining appropriate close contact with laboratory, teaching or clinical personnel sponsored by the funding.
- j. A Sabbatical Leave recipient agrees to return to DUCOM for at least two full academic years immediately following completion of his/her leave. If the faculty member resigns voluntarily before the completion of one full year, the entire

amount of compensation and Benefit Costs paid by DUCOM to or on behalf of the faculty member must be repaid to DUCOM within thirty (30) days of the effective date of termination of the faculty member's employment. If the faculty member returns and stays for one year, but voluntarily resigns before the conclusion of the second academic year, the faculty member must repay DUCOM fifty percent (50%) of such compensation and Benefit Costs within thirty (30) days of the effective date of termination of employment.

- k. The adoption of the above Sabbatical Leave Plan shall not preclude the possibility of granting leaves of absence with or without pay under the existing policy of the University regarding leaves as provided under other DUCOM policies or procedures. Such leave time taken by a faculty member may not be credited toward service time for sabbatical eligibility.
- l. Sabbatical Leave faculty shall not be penalized by exclusion from salary increases, or incentives, or from consideration for promotion or tenure to which they would normally be entitled had they remained on campus.

II. Procedure

Eligibility

Associate and Full Professors who meet the time-of-service requirement (see item e. above) are eligible. Proposals for leave involving full-time paid employment by organizations other than DUCOM, or full-time paid consulting will not be considered under this plan.

Application Time Schedule for Academic Year Leaves

(If dates fall on weekends or holidays, applications may be submitted on the following work day. Incomplete proposals will not be reviewed and will be immediately returned to the applicant.)

- a. Every year, by June 1, the Dean shall invite all faculty who are eligible for Sabbatical Leave in the next academic year to apply for a leave. (Early or late consideration could be requested, in writing, with good reason justified by the applicant, to meet planning needs or to take advantage of special opportunities. Most applications, however, would be expected to be processed within the normal cycle.)
- b. Each applicant will first meet with the Department Chair to discuss the proposed sabbatical plan and then submit a **complete** written proposal for leave to his/her Department Chair by October 31.
- c. The proposal will be submitted to the Office of Faculty Affairs and Professional Development (OFAPD) by the Department Chair with an accompanying letter by November 30.

- d. The OFAPD will forward the chair's letter and applicant's proposal to the DUCOM Sabbatical Leave Committee by December 31.
- e. The Committee's recommendations shall be presented to the Dean by January 31.
- f. The Dean shall announce awards by February 28.
- g. Faculty members who are awarded a Sabbatical Leave may, with good reason, defer the leave for up to twelve months with the concurrence of the Department Chair and the Dean.
- h. Faculty members who are awarded a Sabbatical Leave shall notify their Department Chair of any changes in plans from those outlined in the original proposal. The Chair must consider the effect, if any, that these changes may have on the department. The Chair will make every effort to work with the faculty member to accommodate the changes to the initial Sabbatical Leave Plan. The faculty member will inform the Sabbatical Leave Committee of any approved changes to the initial Sabbatical Leave Plan.

The Proposal (please use the format outlined at the end of this document)

The applicant must meet with his/her chair to discuss the proposed sabbatical prior to writing an application. It is expected that the proposal will be approximately four typed pages. Ten copies of the proposal should be submitted to the Department Chair. The first page should include the following information:

1. Name, rank and department.
2. Dates of intended leave.
3. Proposed affiliation and location(s) of any institution(s) where the project will be carried on, and the names of authorities or colleagues, if any, with whom it will be conducted.
4. Date(s) of previous Sabbatical Leave(s).
5. Brief (500 word) summary of plan of activity

Subsequent pages should include special features of the project including:

1. A brief history of the project from inception through progress to date and expected completion date.
2. A statement indicating the potential value to the applicant and to the University.
3. Significance of the project as a contribution to a body of knowledge and/or as expected contribution to the applicant's increased effectiveness as a teacher

and scholar.

4. Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies.
5. Description of all financial support expected during the Sabbatical Leave.
6. Current *curriculum vitae*.

Other supporting documents related to the proposal may be attached.

Incomplete applications will not be considered by the committee.

Composition of the Sabbatical Leave Committee

The Sabbatical Leave Committee shall be under the jurisdiction of the Executive Committee of the Faculty, which shall monitor its operation. The Sabbatical Leave Committee shall be appointed by the Dean, and consist of six regular members; three each from the basic and clinical sciences. Each regular member shall be at the Associate or Full Professor level and serve a four-year term. A Committee member may serve only a single term, but may be reappointed to the Committee after one year of non-service. The Chair will serve for one year, but may be reappointed as Chair for one additional year during a single term on the Committee. The Committee may recommend exceptions to these term limitations to the Dean. The Vice Dean for Research, and the Associate Dean for Faculty Affairs and Professional Development shall be ex-officio, non-voting members of the Committee.

Committee Operation

The Sabbatical Leave Committee is charged with the implementation of the Sabbatical Leave Plan. The principal activity of the Committee is to make recommendations to the Dean for awards for funded leaves under the Plan. Modifications to the guidelines may be proposed from time to time.

Proposals for leave will be evaluated based on the criteria outlined in the introduction, specifically, on the basis of scholarly merit, value to the individual and value to the College. Further information and personal interviews with the applicants may be requested during the Committee's deliberations.

In making its recommendations to the Dean, the Committee shall consider grouping the proposals into two categories:

Group A - those proposals worthy of an award. This group will have no rank order.

Group B - those proposals for which a recommendation for no award is made.

Unsuccessful applications in a given year will be returned by the Committee to the applicant with written reasons for denial and recommendations for improvement to

assist with and encourage future applications.

Sabbatical Leave and Related Activities

During Sabbatical Leave, faculty members may supplement their income by fellowship award, or grants paid directly to the individual by an outside agency, or by grant payments from an external agency paid through DUCOM, provided the granting agency approves such a payment. *The faculty member must take the initiative to report plans for sabbatical leave to the sponsor* and identify the salary supplementation in the proposal whenever possible, and must make known to the Department Chair and Dean at the time of request for sabbatical leave that such funding is being or will be sought from the sponsor. Sabbatical salary plus grant payment through DUCOM, exclusive of travel, subsistence, or research support, may not exceed the total contractual University salary for the sabbatical period. Additional compensation for services to outside employers is allowed only if the services are consistent with the proposed program for the sabbatical. A request for permission to engage in such services must be made as part of the sabbatical application.

Reporting

Within 90 days after returning to DUCOM, an awardee shall forward to the Department Chair, the Dean, and the Chair of the Sabbatical Leave Committee a written report on the leave, including a statement of his/her activity and achievements, and any variation from the original plan. In addition, at the first and second anniversary of the sabbatical, the awardee will submit a report of no more than one page to the committee outlining increased productivity (grants or grant applications, peer-reviewed publications, curriculum development, etc) brought about through sabbatical activities. The OFAPD, on behalf of the Sabbatical Leave Committee, will send a reminder to all awardees one month before their anniversaries reminding them of this requirement. The Sabbatical Leave Committee will report annually on the awardee's sabbatical-related productivity to the Executive Committee of the Faculty.

**APPLICATION FOR SABBATICAL LEAVE
DREXEL UNIVERSITY COLLEGE OF MEDICINE
(Please use this as a format, not a form)**

1. Name, degree, title/rank, date.
2. Department and address.
3. Phone/fax/email.
4. Dates of intended leave.
5. Proposed affiliation and location(s) of any institution(s) where the Sabbatical Leave will be carried out, and the names of authorities or colleagues, if any, with whom it will be conducted.
6. Date(s) of previous Sabbatical Leave(s).
7. Brief (500 word) summary of plan of activity.
8. A brief history of the project from inception through progress to date.
9. Describe the potential value of the leave to the applicant and to the University.
10. Significance of the project as a contribution to a body of knowledge and/or as expected contribution to the applicant's increased effectiveness as a teacher, scientist, clinician, and scholar.
11. Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies.
12. Description of all financial support expected during the Sabbatical Leave.
13. Current *curriculum vitae*. Other supporting documents related to the proposal may be attached.
14. Active grants, contracts, etc, during sabbatical leave.