

Sabbatical Leave for WKU Tenured Faculty

- **Purpose**

A sabbatical leave refers to taking time off one's regular work schedule to engage in research or other activities aimed at improving a faculty member's scholarly accomplishments or contributing to the university's reputation and overall benefit. It is important to note that sabbatical leaves are not intended for regular academic or employment opportunities outside the university aimed at financial gain.

- **Eligibility**

After completing six years of service and having earned tenure at Wenzhou-Kean University, faculty members can request a sabbatical leave. Normally, there should be at least a six-year gap between two sabbaticals taken by a faculty member.

If the number of applicants for sabbatical leave in any program or College in a given year is deemed to be too high, or for other valid justification in the interest of the institution, the faculty member can be advised to defer the sabbatical leave until the following year. In this case, it may be agreed that the faculty member will become eligible for the next sabbatical five years after returning from the deferred leave instead of the usual six years.

The Executive Vice Chancellor in consultation with the Office of the Financial Services and the Vice Chancellor of Academic Affairs, will determine the maximum number of allowable sabbatical leaves for a particular year, balancing fairness, academic and scholarship goals, and the institution's financial capacity.

The application proposals for sabbatical leave will be evaluated and ranked by the Program Academic Committee and College Academic Committee, who will make recommendations with ranking to the Vice Chancellor for Academic Affairs.

It is important to note that forfeiting or deferring a sabbatical leave does not result in the accumulation of additional sabbatical time. Any sabbatical time not taken will be lost.

- **Term and compensation**

A sabbatical leave can be granted to faculty members for either one full academic year with 50% annual salary support or half of an academic year with 100% annual salary support. A sabbatical leave should start from the first day of the academic semester.

Subject to approval by the sponsor, faculty members who work on a sponsored project during their sabbatical leave may use sponsored research funding to increase the length

of their leave up to one academic year while supplementing WKU's salary commitment. To be eligible for such funding, the amount charged to the sponsor must align with the amount of effort put into the project. For instance, if research funding covers half of the salary that would otherwise be unpaid, the faculty member may take a full academic year of sabbatical leave while receiving full pay.

Efforts will be made to minimize the cost of replacing a faculty members during their sabbatical leave. To achieve this, various arrangements such as rotating ("bracketing") courses, hiring part-time faculty members, and reorganizing internal duties and responsibilities among existing faculty and staff within the departments concerned will be made.

- Application calendar for sabbatical leave to be taken by eligible faculty members during one academic year

<u>Activity</u>	<u>Completion Date</u>
Faculty member submits application for sabbatical leave to program Academic Committee.	February 15
Program Academic Committee forward recommendation (with ranking) on candidate's application for sabbatical leave to College Academic Committee and notifies candidate in writing of this recommendation.	March 1
College Academic Committee forwards to Vice Chancellor for Academic Affairs (VCAA) its recommendation (with ranking) on candidate's application for sabbatical leave and notifies candidate in writing of this recommendation.	March 10
VCAA after consultation with the Executive Vice Chancellor forwards his/her recommendation (with ranking) on candidate's application for sabbatical leave to President	March 20
President makes recommendation on candidate's application for sabbatical leave and notifies candidate in writing of this recommendation.	April 10
Action by Board of Directors on President's recommendations for sabbatical leave	Board of Director Meeting in the Spring
Chancellor issues the sabbatical leave	Typically, within a week following the

letter to the candidate	Board meeting
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- **Procedure upon the faculty member's return from sabbatical leave**

Upon completion of the sabbatical leave, the faculty member is required to submit a report detailing the activities undertaken during the leave and the outcomes of those activities. This report is submitted to the appropriate dean. In addition, the faculty member is required to give a public presentation of outcomes/results of the sabbatical project. If this report is not completed satisfactorily, or a public presentation is not given, the faculty member will not be eligible for future sabbatical leaves.

- **Contact**

If you have any questions regarding the procedures related to sabbatical leave, please direct your inquiries to your dean's office.