

### III.D

#### D. SABBATICAL LEAVES AND LEAVES OF ABSENCE WITHOUT PAY

Smith College supports a system of faculty sabbatical leaves with salary for the purpose of increasing the usefulness to the College of the individual faculty member as a teacher and scholar, and to contribute to the faculty member's effectiveness as a member of the academic profession. A leave of absence without pay is intended to allow the individual to benefit from outside grants to pursue scholarly projects, to broaden teaching skills, to render professional service, or to gain other university or professional experience.

1. Eligibility for sabbatical leaves
  - a. Faculty members in full-time or part-time tenured or tenure-track positions at the rank of Instructor or above and Senior Lecturers will normally accrue sufficient credit for one semester of sabbatical leave at their regular salary after three years of teaching, one full year of sabbatical leave at two-thirds of their regular salary after four years of teaching, or one full year of sabbatical leave at their regular salary after six years of teaching.
  - b. Faculty members in the position of Lecturer will not accrue credit toward sabbaticals but may, after extended service, request a special sabbatical for a specific purpose related to scholarly work or professional development.
  - c. Faculty members in temporary replacement positions will not accrue credit toward sabbaticals.
2. Accrual of credits toward sabbatical leaves for eligible members of the faculty
  - a. Each year of teaching at a faculty member's normal teaching load will accrue one unit of credit.
  - b. Released time for College administrative service, whether full or part-time, and for part-time scholarly work will count as teaching time for the accrual of credit.
  - c. Semesters spent on sabbatical leave, leave without pay, or medical leave will not count as teaching time for the accrual of credit.
  - d. A semester following a sabbatical leave or leave without pay will not count as teaching time for the accrual of credit toward a future sabbatical unless the leave report required in section 7.c is filed prior to the last day of class for that semester.
  - e. Credits toward sabbatical leave may accumulate without limit.
3. Credit required in order to apply for sabbatical leave
  - a. For tenured and tenure-track members of the faculty the accumulation of three units of credit will entitle the faculty member to apply for a one-semester sabbatical leave; the accumulation of four or six units of credit will entitle the faculty member to apply for a one-year sabbatical leave.

### III.D.3.b

- b. Members of the faculty may apply for a first one-semester sabbatical leave after accumulating at least three units of credit or a first one year sabbatical leave after accumulating four units of credit. However, no member of the faculty will be granted a second sabbatical leave during the probationary period, regardless of the number of credits which have been accumulated.
  - c. Except in those circumstances when the needs of the department or the College warrant flexibility, credit toward sabbaticals may not be used prior to actual accrual.
4. Salary to be paid during sabbatical leaves
    - a. Full-time members of the faculty will receive their full salary during the period of their sabbatical leave with the exception that such faculty granted a four-credit, one-year sabbatical leave will receive two-thirds of their full salary.
    - b. Part-time members of the faculty will receive during their sabbatical leave the full-time (or two-thirds of the full-time) equivalent of their salary multiplied by their average appointment ratio for the three or six (or four) years during which credit for the sabbatical leave was accrued.<sup>17</sup>
  5. Conditions related to sabbatical leaves and leaves without pay
    - a. Sabbatical leave will not be granted for more than two consecutive semesters.
    - b. Part-time faculty members electing a one-semester sabbatical leave will carry a course workload during the semester they are teaching equal to one-half of their normal yearly course workload, rounded upward to the nearest whole number of courses.
    - c. Normally, two absences from the College on sabbatical leave or leave without pay must be separated by at least two years of teaching at the faculty member's regular load. Likewise, two full-year absences from the College on sabbatical leave or leave without pay must be separated by three years of teaching.
    - d. Sabbatical leave will not normally be granted in the last year of any appointment. However, a sabbatical in the last year of employment is permitted if the faculty member has been denied tenure but has accumulated sufficient sabbatical credits for a one semester or year-long sabbatical leave.
    - e. Normally, leaves of absence without pay will not be granted for more than two consecutive years.
    - f. Members of the faculty may not accept paid employment for more than the teaching of one course or the equivalent during any semester on sabbatical leave, and then only with the prior approval of the Provost.

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<sup>17</sup>Credit for sabbatical leave must be used on a "first in, first out" basis. For example, a faculty member who delays taking a one-semester sabbatical leave until the fifth year will have his or her sabbatical salary calculated using the appointment ratios in years one through three. The credit earned in the fourth year, and the appointment ratio for that year will be applied toward the next sabbatical for which the faculty member becomes eligible.

### III.D.5.g

- g. It is presumed that members of the faculty on sabbatical leave or leave without pay will return to the College after their absence.
- h. Except in unusual circumstances, members of the faculty on sabbatical leave will not be replaced. Departments must make every effort to bracket courses, recommend courses at other institutions, or otherwise cover the teaching responsibilities of the individual on sabbatical leave. Members must, therefore, plan sabbatical leaves or leaves without pay in such a way as to disrupt or impair departments as little as possible.

#### 6. Implementation of sabbatical leave policy

- a. If in a given semester, in a given department, the number of persons eligible for sabbatical leave is too great for the successful maintenance of that department's curriculum, the department must establish an order of priority to determine who may be absent in that semester (and who must be present). Normally, the following order of priority will be established:
  - i. Persons who will have taught for six years since their last previous sabbatical or since their promotion to or appointment at the rank of Assistant Professor and who will have taught at Smith continuously for the previous six years.
  - ii. Persons who will have taught at Smith continuously for at least the previous three years and at least six years in total, inclusive of any leaves.
  - iii. Persons who will be eligible for the one-semester sabbatical option, having served three years since their last sabbatical or two years since their promotion from Instructor to Assistant Professor and who will have taught at Smith continuously for the previous three years.
  - iv. Persons whose situation is like that described in (1) except that there will have been an interruption of their service by a leave without pay within the previous three years.
  - v. Persons whose situation is like that described in (3) except that their service will have been interrupted within the previous three years.
- b. The order of priority established by a department must be in accord with the principle of separation of absences as articulated in (5.c).
- c. A member eligible for a sabbatical leave who is unable to take it because of deferment as a result of the priority schedule in the department will, in the following year, have higher priority than those whose status at that time is otherwise the same but who have not been deferred. The member will not be placed at a disadvantage as to the timing of his or her next sabbatical as a consequence of the deferment.
- d. Requests for leave of absence without pay should always be considered by departments in the total context of their overall needs.

### III.D.7

#### 7. Procedures

- a. After consultation with the appropriate department or program, members of the faculty will apply to the Provost for a sabbatical leave or a leave without pay. Every request for such a leave must be accompanied by a precise description of the member's projected research, study, writing, or other creative work, including current status, expected progress during the leave, and anticipated completion date. This precise description will help inform both the Department's and the Provost's recommendations concerning the requested leave.
- b. The recommendations of the Provost and of the department regarding a member's request will be forwarded to the President. All requests must be approved by the Board of Trustees.
- c. Upon return from sabbatical leave or leave without pay, members of the faculty must file with the Provost full reports on the work they accomplished during their leaves.
- d. Though urged to apply for outside funding, members who have been granted a sabbatical leave or leave without pay may apply to the Committee on Faculty Compensation and Development for assistance with expenses incurred in conjunction with scholarly or creative endeavor, in accordance with the policies of the Committee.