# I 9 LEAVES: SABBATICAL AND ONE SEMESTER NON-TEACHING ASSIGNMENT

The purpose of the sabbatical is to improve the quality of the faculty member’s services so that the faculty member, the College and our students benefit from the faculty member’s leave experience.

# Selection Procedure:

The Faculty Professional Leave committee will be comprised of eight (8) members; the Vice-President Academic Affairs and three (3) other Administrators appointed by the President or designee and four (4) faculty members appointed by the Faculty Association. The Vice-President Academic Affairs will serve as the chairperson of the Committee. All members will be appointed for terms, which coincide with the duration of the current Full-time Faculty Contractual Agreement.

Criteria for selection of sabbatical and one semester non-teaching assignment leaves will be developed by the Faculty Professional Leave committee, and approved by the College President. Criteria shall include a submission of a written request that identifies the specific purpose of the leave, as well as the proposed benefit to the College, and include a presentation or shared report to appropriate colleagues upon return.

Faculty requesting a sabbatical or a one semester non-teaching assignment must apply through their Division Dean or appropriate Administrator on or before December 1st for leaves to be taken in the following academic year.

This request must address the individual’s compliance with the selection criteria, the purpose for which the leave is requested, and any other pertinent information.

The Dean or appropriate Administrator will review and sign all sabbatical and one semester non-teaching applications with a supportive or non-supportive recommendation. All application materials and the appropriate Administrator’s recommendation shall be forwarded to the Faculty Professional Leave committee no later than January 20th.

Upon receipt of all the applications and Administrators’ recommendations by the appropriate deadlines, the Faculty Professional Leave Committee will review Faculty applications, the appropriate Administrator’s recommendations, and other pertinent information in order to develop a recommendation of leave candidates for the President. Leave outcome goals and overall quality of the proposal will be considered in the committee’s decision process.

The Committee will make their recommendations to the College President no later than February 28th for approval and submission to the Board of Trustees. The total number of approved leaves (including Sabbatical and One Semester leaves) will be limited to five (5) leaves total.

If the Committee submits at least five (5) leave recommendations and the President does not approve five (5) recommendations, the President will communicate the reasons for non-approval to the Committee.

Late requests will be processed only after timely requests have been processed.

# I 9.1 SABBATICAL LEAVES

**Qualification**

To be eligible for sabbatical leave, the Faculty Member must have a minimum of six (6) years of full-time service at the College. A Faculty Member who has been granted a sabbatical leave will not be eligible again until the Faculty Member has been employed for a period of six (6) additional years of service at the College.

# Remuneration

Faculty selected for a one year sabbatical leave will receive fifty percent (50%) of their base salary for the sabbatical leave year. The Faculty Member's benefits will be continued during the leave period commensurate with the amount the Faculty Member would have received had the Faculty Member remained on full salary. The Faculty Member will receive any step and range increments for the sabbatical year and the year of return that would have been awarded had the sabbatical not been taken.

Faculty Members granted sabbaticals may not receive other salary remuneration in excess of one-half of that individual's base salary for the leave period. Where compensation is in direct relationship to the leave project, the total earnings from the College and the outside agency will not exceed the individual's base salary for the leave period.

# Return Conditions

A Faculty Member must return to full employment at College of DuPage for one academic year. A presentation or shared report to appropriate colleagues must be completed within six (6) calendar months of his/her return. Unless prevented by incapacity, the Faculty Member who does not satisfy these conditions must return monies received during the period of sabbatical leave.

# I 9.2 ONE SEMESTER NON-TEACHING ASSIGNMENT LEAVE

**Qualifications**

To be eligible for a one semester non-teaching assignment leave, the Faculty Member must be tenured and have a minimum of six (6) years of service at College of DuPage. A Faculty Member who has been granted a one semester leave will not be eligible again until the Faculty Member has been employed for a period of five (5) additional years of service at the College

# Remuneration

Faculty selected for a one semester non-teaching assignment leave will continue to receive their contractual salary for the year. The Faculty Member’s benefits will be continued during the leave period commensurate with the amount the Faculty Member would have received had the Faculty Member not taken leave. The Faculty Member will receive any step and range increments for the year in which the leave is taken and for the following year.

# Return Conditions

A Faculty Member must return to full employment at College of DuPage for one academic year. A presentation or shared report to appropriate colleagues must be completed within six (6) calendar months of his/her return. Unless prevented by incapacity, the Faculty Member who does not satisfy these conditions must return monies received during the period of one semester non-teaching assignment leave.