

# **The Heller School for Social Policy and Management**

## **Policy on Sabbaticals and Paid Leave**

**February 6, 2020**

This document outlines the Heller School for Social Policy and Management policies on sabbaticals and paid leave. For tenured faculty, these policies follow the University Faculty Handbook and for faculty outside the tenure structure, they are adapted.

### **TENURED FACULTY**

Tenured Faculty follow the Brandeis University Faculty Handbook Section III.C.4a ([http://www.brandeis.edu/provost/faculty-info/HB\\_REV\\_051608\\_web.pdf](http://www.brandeis.edu/provost/faculty-info/HB_REV_051608_web.pdf))

#### **4. Opportunities for University-Supported Leave**

##### **a. sabbatical leave**

i. Faculty are eligible for sabbatical leave in the seventh academic year after completion of twelve semesters of full-time service at Brandeis University. Sabbatical leave is granted by the Provost, with the advice of the department chair, to faculty who have held the rank of Associate Professor with tenure or Professor with tenure for at least two semesters of full-time service. Sabbatical leave promotes study, research and/or creative work, and general professional improvement.

ii. Faculty members submit their plans for sabbatical leave to their department chair. After consulting with the faculty member and other members of the department, the chair sends the proposal and his or her recommendation for leave to the Provost. Neither the granting of an early sabbatical nor the postponement of a sabbatical entitles a faculty member to more or less than one year of sabbatical leave for each twelve semesters of full-time service. Sabbatical leaves may not be taken consecutively.

iii. Sabbatical leave may be granted for two semesters at one-half salary, or one semester at full salary. Upon completion of a sabbatical leave, faculty are expected to return to full-time service at Brandeis University for at least two consecutive semesters.

iv. Acceptance of a teaching or research appointment at another institution during a sabbatical year may be approved by the Provost if it contributes to the professional development of the faculty member. During sabbatical leave the university's contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the university.

The Provost sends tenured faculty notification in the early fall of the year before they are eligible for sabbatical leave. By the noted deadline, they must either apply for a sabbatical or request a postponement.

### **FACULTY OUTSIDE THE TENURE STRUCTURE**

Faculty outside the tenure structure are first eligible for paid leave in the eighth academic year, after completion of seven years (fourteen semesters) of full-time service with a faculty appointment at The Heller School for Social Policy and Management and if they have achieved

the rank of Associate Professor, Professor, Associate Professor of the Practice, Professor of the Practice, Associate Research Professor, Research Professor, or Senior Lecturer. Thereafter, faculty outside the tenure structure are eligible after every six years (twelve semesters) of full-time service. Paid leave is granted by the Dean, with the advice of Institute Directors and/or Educational Program Chairs. Paid leave promotes research and/or creative work, and general professional development.

Paid leave may be granted for two semesters at half salary, or one semester at full salary. In addition, paid leave may be granted for periods of 2-3 months, which will not affect the eligibility for future leave. Neither the granting of a partial paid leave nor the postponement of a paid leave entitles a faculty member to more or less paid leave for each twelve semesters of full-time service. Multiple paid leaves may not be taken consecutively. Upon completion of a paid leave, faculty are expected to return to full-time service at The Heller School for at least two consecutive semesters. Upon returning to The Heller School, the professor must submit a detailed report of activities during leave to the Dean and Associate Dean, Academic Personnel.

Acceptance of a teaching or research appointment at another institution during a paid leave may be approved by the Dean if it contributes to the professional development of the faculty member. During paid leave, the University's contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the University.

### **Application Procedure**

The Associate Dean, Academic Personnel will send notification to faculty in the early fall of the year before they are eligible for paid leave. By the noted deadline, they must either apply for paid leave or request a postponement. Faculty members should submit their proposals for paid leave to the Dean (with a copy to the Associate Dean, Academic Personnel) after conferring with relevant Institute and/or Program Directors to incorporate any proposed leaves into research and curriculum plans. Proposals should include an explanation of the nature of the leave, its goals, duration, and whether or not benefits are to be provided by another institution during the leave. After consulting with the appropriate Institute Directors and/or Program Chairs, and evaluating competing requests for limited resources to support paid leave, the Dean will make decisions and inform faculty members.