



College of Arts and Sciences
Sabbatical Leave Policy

INTRODUCTION

The Creighton University College of Arts and Sciences has long awarded faculty members sabbatical leaves to encourage and support ambitious research projects and creative activities. Sabbaticals provide time for sustained attention to academic and creative projects. The resulting projects contribute to the richness of our academic and intellectual life at the university, improving our teaching and offering opportunities to engage with the wider world. The most basic guidelines for the Sabbatical Leave Policy can be found in the Handbook for Faculty, but this College policy provides additional details about procedures and expectations.

Activities Supported

- Research/creative activity - This category includes original research projects resulting in books, articles, and presentations, original creative artistic work (exhibits, works of art, performances, music or poetry compositions, or the like), or any product that materially and significantly enhances one's field of professional expertise.
- New Directions – While the majority of sabbatical work is generally a continuation of previous research or artistic projects, due to the nature of continually changing technology, knowledge, and personal interests, a faculty member may begin a new focus of research. If the sabbatical proposal shows a departure from previous creative work or research, this should be explained in the application.
- Faculty professional development - This category includes leaves that would allow faculty to develop additional expertise related to future career plans at Creighton or to the improvement of particular programs currently offered at Creighton. Faculty development leaves shall be granted only in connection with activities that promise to enhance the recipient's professional competence and contributions in accordance with their present or future position at Creighton University. Such projects should not simply replicate what is required under contract in this regard.
- The committee will not review proposals requesting paid leaves for: (a) any activity primarily related to positions other than the individual's current or future professional position at Creighton University; (b) performing full-time duties at another institution similar to those performed at Creighton University; (c) completing a doctorate or other terminal degree; or, (d) primarily visiting various locations of general or professional interest.

DURATION

Applicants specify at the time they apply whether they wish to take:

- The Fall Semester (at full pay)
- The Spring Semester (at full pay)
- The entire academic year (at 50% pay)

Conditions:

- Sabbatical applications submitted by eligible candidates are neither automatically granted nor guaranteed. The number of leaves granted will be contingent upon the financial resources of the University. In addition, all applications will undergo a rigorous review process by the College Sabbatical Committee who will then forward those recommendations to the Office of the Dean. The Dean will review the recommendations and determine which will be presented to the Provost for final approval.
- Faculty on sabbatical leave may not teach regular semester-long courses during the period of the leave (Fall Semester; Spring Semester; or Fall and Spring Semester). Summer teaching is permitted, as most faculty are not on annual contract during that time. Guest lectures or participation in other relevant pedagogical activities are permitted with the approval of the chair and the dean.
- Faculty on sabbatical will be eligible to apply for faculty development funding, including travel. Sabbatical awardee letters will address this application process more specifically. The Dean will take the sabbatical award into account when allocating annual faculty development funding.
- In accepting a sabbatical leave, the faculty member agrees to return to the University for at least one academic year of full-time employment upon completion of the leave. Faculty members who do not return for at least one academic year of full-time employment breach their employment contracts with Creighton University, and the faculty member is obligated to reimburse the university for all sabbatical compensation and benefits paid to the faculty member during their sabbatical.

Eligibility and Timeline

- A faculty member's first opportunity to apply for sabbatical normally comes after tenure during their seventh year of service on a tenure-track line. The sabbatical leave applied for at that time occurs during the eighth year in a tenure-track line.
- When an individual is recruited to the College after serving as a faculty member at another institution, a shortened probationary period may be stipulated in the initial Faculty Employment Agreement. The Dean may also include in that Agreement language that provides for an earlier date for initial eligibility for sabbatical leave.
- There is typically a seven-year interval between sabbatical leaves after the first sabbatical leave.
- The Dean of the College or a designated representative shall notify those eligible to apply for a sabbatical during a given academic year by June 1 of the previous academic year. Such notification shall include application requirements and deadlines.

The Associate Dean of the College overseeing Faculty Development maintains the record of eligibility

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and of leaves granted and taken.

NOTIFICATION OF ELIGIBILITY

The College of Arts and Sciences Dean's Office will notify the department chair and faculty eligible to apply for a sabbatical during a given academic year by June 1 of the previous academic year. The letter will provide detailed information about how to prepare an application, including the appropriate due date. Applicants are encouraged to submit applications to their chairs four weeks prior to the due date to allow sufficient time for chairs to generate their letters.

ADVICE FOR APPLICANTS

Members of the Faculty Development Committee can offer advice to prospective sabbatical leave applicants on an individual basis and through public information sessions in the spring semester of each academic year.

COMMITTEE REVIEW PROCEDURE

All applications received are reviewed by the College Sabbatical Committee (or its successor) in reference to the guidelines that follow. The committee will then make a recommendation to the Dean. Complete applications will include the following:

- 1) Sabbatical Proposal (no more than five pages).
- 2) Applicant CV.
- 3) Chair Letter: should comment on the technical merit of the proposal as well as the importance of the leave for the faculty member's professional development. As applicable, these recommendations should also comment on the importance of this proposed work for their academic program and the university. The chair must make a clear statement either recommending or not recommending the proposal.
- 4) Supplementary Materials (as necessary). If necessary, qualified experts in a particular field may be consulted. Committee members with a real or perceived conflict of interest will recuse themselves from deliberations on specific applications.
- 5) Brief summary of past sabbatical projects and the concrete results of those projects (e.g., publications, grants written, artistic exhibitions or performances).

The reviewers will assess the applications according to the following categories:

- A. The proposal includes a cogent detailed description of the project and clearly explains the significance of the proposed work.
- B. The proposal is clearly written for non-specialists in the field.
- C. The proposal outlines methods or approaches to the proposed work in a way that convinces the reviewers that the objectives of the project can be achieved.
- D. The proposal clearly states the expertise of the applicant in a manner that can be evaluated by faculty peers.

- E. The proposal offers a thorough description of the impact of this project on the applicant's field.
- F. The proposal includes references to the relevant literature to be used in the project (if applicable).
- G. The proposal includes an effective plan to disseminate the results of the work.

The committee may request additional information or revision and resubmission of a proposal, particularly in the event that any of the above criteria are not adequately addressed.

DECISIONS

- The Dean will make a decision on sabbatical leaves following the evaluation of proposals by the department chair and the College Sabbatical Committee (or its successor) and determine which will be presented to the Provost for final approval.
- If needed, the faculty member may propose an external evaluator (subject to approval by the Dean) in lieu of the chair.

DEFERRALS

Faculty members may defer a sabbatical once for personal or professional reasons with a written request approved by the Dean. Requests are due by June 15. In these cases, eligibility for subsequent sabbaticals also moves back one year. Other deferrals may be granted by the Dean to accommodate the administrative or service responsibilities of a faculty member. In cases where the deferral is for the benefit of the College, eligibility for subsequent sabbaticals is not delayed.

UNSUCCESSFUL APPLICATIONS

- Unsuccessful applications shall not be automatically rolled over into subsequent reviews. Applications must be re-filed by those wishing to be considered in the next academic year. Eligibility to reapply will be decided at the discretion of the Dean. In any case, after a second unsuccessful application the faculty member must wait until the next regularly scheduled sabbatical.
- Unsuccessful applicants will receive a brief summary of the review committee's feedback and comments. An applicant may request a meeting with the Associate Dean of the college to receive feedback on how to improve their application for subsequent reviews. Please note: this is not an appeals procedure, but rather a means to help faculty improve their submissions in subsequent years.

CLEARANCES

Applicants are reminded that all projects involving potential conflicts of interest, human subjects, biohazards, radiation, or the use of live vertebrate animals must follow the approval process by appropriate oversight committees and these approvals will be required prior to the sabbatical actually taking place. The Research Compliance Office can be contacted for further assistance with this process.

EXTERNAL APPLICATIONS

When appropriate, applicants are strongly encouraged to submit identical or complementary proposals to external funding agencies in search of additional funding for their sabbatical project. External funding

will not diminish Creighton's sabbatical funding commitment and may be used to support a full-year sabbatical.

FINAL REPORT & PRESENTATION

- The faculty member shall share the results of their research in a public presentation to their departmental colleagues and any interested members of the Creighton community.
- A written report on the sabbatical leave shall be submitted to the Associate Dean prior to the semester break in the first semester following completion of the sabbatical. The report should summarize the faculty member's activities during the sabbatical leave, describe the progress made toward the goals established in the proposal, and outline future plans (publications, creative activities, grant applications, curricular innovations, etc.) deriving from leave activities. The report, which can include bullet points, should be no more than two pages in length. The sabbatical proposal and the final report to the Dean's Office shall be retained by the college and made available to the Professional Development Committee as needed. In addition, a brief summary of sabbatical projects will be shared with the college community.