

 <p>Sabbatical Leave Guidelines</p>	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> March 2003
	<i>Responsible Unit:</i>	<i>Amendments:</i> September 2005 Formatting, March 2018

Introduction

The purpose of a sabbatical leave is to give eligible faculty members the opportunity to maintain and enhance their intellectual knowledge, to stimulate their research endeavors, to broaden and strengthen their contacts with their colleagues elsewhere, to further their professional development and to ensure that, after a faculty member’s return, the university, the Faculty, the School/College and students will benefit from the faculty member’s experience and research activities.

Dalhousie University normally grants sabbatical leave to its regular faculty members after six years of service. The 2001-2004 Collective Agreement between the Board and the Dalhousie Faculty Association expects sabbatical leave to result in mutual benefit. Article 30.15 lays out the conditions by which the Board agrees to grant sabbatical leave:

That the leave is expected to benefit the Member and the University, following the Members’ return, through future teaching, research, scholarly, artistic and/or professional work, as defined in Articles 17, 20... and is not merely to recognize previous service; (CA 30.15 (a)).

The Collective Agreement further states that Dalhousie University faculty members have a responsibility to maintain intellectual vitality and to contribute to their Schools/College, Faculty and university. For more information on these and other conditions of sabbatical leave, please refer to the current Collective Agreement.

The purpose of this document is to present guidelines for sabbatical leave requests and sabbatical leave reports.

I. Sabbatical Leave Request Guidelines

Granting sabbatical leave requires that eligible faculty members prepare and submit a well-thought out sabbatical plan to the Dean through their Director prior to leave being granted.

*As per Article 30.27 of the DFA CA... "Application for sabbatical leave or special leave, as provided for in Clauses 30.15 to 30.24 shall be made through the Chairperson, Head, Director or Chief Librarian to the Dean or Vice-President and shall be made not later than **1 November** of the academic year prior to that in which the leave is proposed."*

Proposal content

1. Academic goals or objectives of the work planned during the sabbatical leave.
2. A statement of preparedness, i.e., a description of completed preparatory work for the sabbatical leave plan.
3. A statement or a report from a previous sabbatical leave (if applicable) that indicates how the planned project advances an earlier project.
4. Descriptions of how stated goals or objectives are to be achieved during the sabbatical leave.
5. A statement on the significance of the work planned and how the work is relevant to, and impacts, on present and future duties performed within the university, Faculty, School/College, with students, and for the profession/discipline.
6. The anticipated outcomes of the proposed sabbatical. Be specific.

Administrative content

7. An updated CV.
8. A complete listing of dates, location and duration(s) of the sabbatical leave applied for.
9. Letter(s) of invitation from other institutions (if applicable).

Financial content (if applicable)

10. Declaration of earnings, grants and remunerations during the sabbatical leave from institutions other than Dalhousie University in accordance with the Collective Agreement which states:
That before commencement of leave, the Member will submit to the Dean or Vice-President concerned a statement outlining the programme to be followed during leave and including a statement of any salary or earnings from services expected to be rendered, or any external research grant or other support received, in connection with the planned programme; (CA 30.15 (b)).

Please remember that these are only guidelines and they are not meant to be all encompassing. Each proposal, by definition, has to be tailored to each researcher's academic and intellectual mission and her or his individual needs that such research generates. **If sabbatical plans change from the originally submitted request, then the Dean through the Director must be informed before the leave begins.**

II. Sabbatical Leave Report

After the conclusion of a sabbatical leave, a report must be submitted to the Dean through the Director. The Collective Agreement states:

That upon return to the University following sabbatical leave the Member will submit a report to the Dean or Vice-President concerned regarding the programme of research, scholarly, artistic and/or professional work, as defined in Articles 17 and 20, pursued during leave (CA 30.15 (c)).

In the report, all activities conducted during the leave are **substantially** documented. The report should include at least the following.

1. A detailed description of activities.
2. A description of the present status of work for which leave was sought.
3. A statement of goals or objectives that have been met.
4. An explanation of why goals or objectives were not realized (if applicable).
5. A statement explaining any diversions from the originally proposed sabbatical plan (if applicable).
6. Supporting information of the outcome of sabbatical activity (e.g., list of manuscripts, research results or reports, publications) or descriptions of other means of dissemination of results.
7. A description of the benefits to the university, Faculty, School/College, students and profession/discipline as well as personal benefits that enhance a member's academic and professional/disciplinary capabilities.

As with the guidelines for requesting sabbatical leave, the above suggestions are not meant to be all encompassing.