

## **Junior Sabbatical Leave Program For Tenure-Track Faculty**

The Junior Sabbatical Leave Program provides tenure-track faculty with time freed from teaching and other college-community responsibilities so that it may be devoted to research, writing, and other scholarly and/or creative production in preparation for the tenure review. Full-time, tenure-track assistant professors may apply for a junior leave at any time after their first contract renewal. Faculty members will be reminded of their eligibility by the Provost's Office at the time of that renewal and by October 1 of each year in which they may apply. No faculty member may receive more than one Junior Sabbatical Leave.

Faculty may request either a semester off at full pay or an academic year off at half pay. Faculty seeking a full year off are encouraged to use the resources of the Provost's Office to find and apply for appropriate additional foundation grants or other outside funding. All proposals must be supported by written approval of the applicant's department chair, who must indicate whether and how the department expects to cover courses normally taught by the applicant. **Note that courses will be replaced only at the discretion of the Provost.**

Junior Sabbatical Leaves may also change the applicant's "tenure clock," normally adding one full academic year to the probationary period.<sup>1</sup> The Department Chair shall, in supporting the application, also indicate the year in which the applicant will be reviewed for tenure if the award of the leave is made.

Applications will be due by November 1 of the year before the anticipated leave and should be submitted to the Provost's Office.

Proposals should consist of a description of the nature and goals of the research or project(s) to be undertaken as well as a statement of the anticipated outcomes of the work (e.g., publication, performance, exhibit, etc.). The description should make clear how this work relates to the applicant's research, scholarship, or creative production generally, both in terms of what the applicant has already done and in terms of the applicant's plans for future work. The description should also indicate how the proposed work will contribute to the field in which it is undertaken.

Recipients of Junior Sabbatical Leaves are required to submit a written report to the Provost's Office and to the Department Chair concerning the results of the activities supported by the award by the middle of the semester after the leave has been taken.

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<sup>1</sup> See [Faculty Legislation](#), III. "Policies and Procedures Respecting...Promotion... [and] Tenure...", d. , p.13: "A year in which a faculty member is on leave for at least half the time (in any configuration) may be excluded from the probationary period at the written request of the faculty. However, a year in which a faculty member is on full-time leave for the year must be excluded...."