

## **Sabbatical Leaves of Absence**

### **Policy in the [Faculty Handbook \(PDF\)](#) p 53-54**

The major purpose of a sabbatical leave is to provide an opportunity for a faculty member's continued professional growth and intellectual achievement through study, research and/or writing. The number of sabbatical leaves granted during a given academic year depends upon the availability of funds, as well as the ability of the College or School and/or department to maintain its teaching schedule.

Sabbatical leaves will be granted only for clearly defined and well-advanced scholarly or creative projects in the areas of research, writing, and publication or creative activity. The University's decision to grant a sabbatical leave will be based primarily on evidence that the faculty member's project will contribute to his or her professional standing and, upon return to the University will enrich that individual's teaching and/or research capabilities.

A faculty member who has completed seven or more years of full-time teaching at Pace, who has not had a paid leave of absence during that time, and who currently holds an appointment at the rank of professor, associate professor, or assistant professor is eligible to apply for a sabbatical leave. In addition, the faculty member must agree to return to the University for at least one academic year of full-time service immediately following completion of the leave.

Faculty members granted sabbatical leaves may not accept a full-time teaching assignment at other institutions unless such an assignment is considered essential to the scholarly or creative project. Work towards a graduate or professional degree does not qualify as an acceptable project for a sabbatical leave except for post-doctoral or equivalent study.

The salary rate of compensation shall be full base pay for a one-semester leave or half base pay for a one-year leave. If a faculty member on leave receives compensation, salary, or a financial grant from an off-campus source, beyond base salary and additional costs, the sabbatical leave compensation or salary from the University may be adjusted in accordance with the amount received from other sources. All fringe benefits to which a faculty member is entitled shall be continued while the faculty member is on sabbatical leave. The University will continue its contributions to an employee's benefits program on the basis of the salary the employee would have received if the employee were not on sabbatical provided the employee also continues personal contributions at the rates specified for employees. If a faculty member is paying for additional life insurance or family health coverage, such benefits may be continued provided the faculty member pays all premiums in advance.

A period of at least seven years shall elapse between the end of one sabbatical leave and the beginning of another.

## **Sabbatical Review 2025 – 2026**

(For sabbatical to take effect AY 2026 – 2027)

### **Below are some common answers regarding the Sabbatical Process:**

- BOTH semester-based (100% pay) and full-year (50% pay) sabbatical applications will be accepted.
- Sabbatical full-year term can be taken within a single academic year, from Fall to Spring. Applications will be automatically denied if they span two different academic years. Single-semester sabbaticals can be applied either for Fall or Spring semesters.
- All applications must be submitted per the templates.
- A sabbatical provides a faculty member a paid leave opportunity awarded for scholarly research projects and/or other creative activities. All instructional and administrative responsibilities are relinquished during this time.
- The number of sabbatical leaves granted during a given academic year depends upon the availability of funds and the teaching schedule of the school/college.
- Sabbatical leaves will be granted only for clearly defined and well-advanced scholarly or creative projects.
- Requests to change from full-year term to single semester or vice versa after application has been submitted cannot be considered.
- Once a sabbatical application is approved, the applicant cannot defer the acceptance to a different year. A new application would have to be submitted.
- The Sabbatical Application asks candidates to provide a synopsis of the proposed project. Please provide the synopsis in that application instead of stating to “see attached.”
- Incomplete, incorrect, and/or past deadline sabbatical applications will not be reviewed.
- The faculty member must agree to return to the University for at least one academic year of full-time service immediately following the completion of the sabbatical.
- A period of at least seven full-time teaching years shall elapse between the end of one sabbatical leave and the beginning of another. (You are eligible to apply for a sabbatical during your 7th year of full-time teaching to be able to take a sabbatical during the 8th year).
  - Note: For Haub Law faculty, a period of at least **six** years shall elapse between the end of one sabbatical leave and the beginning of another.
- Example: if the last sabbatical taken was Spring 2018, then full-time teaching should have occurred in the next 7 years:
  1. Fall 2019-Spring 2020

2. Fall 2020-Spring 2021
3. Fall 2021-Spring 2022
4. Fall 2022-Spring 2023
5. Fall 2023-Spring 2024
6. Fall 2024-Spring 2025
7. Fall 2025-Spring 2026

In the example above, Fall 2026 or Spring 2027 is the earliest when the applicant can take the next sabbatical. So, the applicant would apply in Fall 2025.

- The seven years of full-time teaching do not need to have been completed consecutively.
- Paid leaves of absence (e.g., a fellowship away from campus, receiving a grant to teach/research elsewhere, sabbaticals, paid leave that does not include maternity/paternity leave, etc.) do not count towards the seven years of full-time teaching.
- Those who are tenured and currently hold an appointment at the rank of professor, associate professor, or assistant professor are eligible to receive sabbatical leave.

## **Sabbatical 2025-2026 Timeline**

*Note: All correspondence regarding Sabbatical Leave, forms, templates, and lists of committee members should be emailed to the **Faculty Career Development email address** [facultycareerdev@pace.edu](mailto:facultycareerdev@pace.edu), a Pace email inbox monitored by The Faculty Center.*

### **2025**

- **July 29 at 2:00pm:** Information Session via Zoom, please contact the Faculty Career Development email address for more information.
- **September 16 EOB:** Letters of intent to apply for a sabbatical are due to Chair, Associate Dean, and the Faculty Career Development email address (follow the template).
- **October 7 EOB:** The application packet should be submitted in Word format to the Faculty Career Development email address.
- **By October 21 EOB:** The Faculty Center sends the completed sabbatical application to the Department Chair/AD.

- **By November 4 EOB:** School/College Dean's Office submits a list of committee members to the Faculty Career Development email address (if the school has a sabbatical committee).
- **By November 4 EOB:** The Department Chair/AD submits a letter of recommendation and Applicant Ranking Form, in the event of multiple departmental submissions, to the Faculty Career Development email address.
- **By November 11 EOB:** Cases are sent to the School/College based Sabbatical Review Committee (if applicable) and the School/College Dean.
- **By December 2 EOB:** The School/College based Sabbatical Committee submits an evaluation via template of each application to the Faculty Career Development email address.
- **By December 9 EOB:** The Sabbatical Applicants Ranking form (if there are multiple candidates from a School/College) and the evaluation(s) are submitted by the School/College Deans to the Faculty Career Development email address.
- **By December 16 EOB:** Sabbatical applications are sent to the Associate Provost for Academic Affairs for review.

## 2026

- **January 13 EOB:** The Associate Provost for Academic Affairs forwards their recommendations to the Provost for final approval.
- **January 27 EOB:** The Provost sends the final recommendations to the Faculty Career Development email address (approved/not approved).
- **February 17 EOB:** The Faculty Center, via the Office of the Provost, sends electronic notification of final recommendations to all applicants (approved/not approved) copying their respective School/College Dean and Department Chair.

## Post-Sabbatical Reports:

Post-Sabbatical Reports are due within three months upon the end of the sabbatical leave. These reports should be sent to the Office of the Provost, Chair, Dean, and the Faculty Career Development email address. Faculty are also expected to present their research/sabbatical project at an event hosted by the Faculty Center during the year they return from sabbatical.

- **Due August 15** (if candidate's sabbatical ends right after the Spring semester)
- **Due March 15** (if candidate's sabbatical ends right after the Fall semester)