

ACADEMIC_Sabbatical Leave Policy_002

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Purpose

This policy defines the Sabbatical Leave rules and regulations for all faculty members at the University.

Source / Authority

The Office of the Vice President for Academic Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director/ Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Human Resources
- Student
- All Employees

Policy Description

Sabbatical leave is an integral part of the employment relationship between the University and its regular academic faculty because it provides them with uninterrupted and focused periods of time to engage in academic and/or scholarly endeavors and activities that promote the mission and objectives of the University. This policy outlines the rules and regulations of the Sabbatical Leave for all faculty members.

Definitions

Sabbatical Leave: Sabbatical leave presents an excellent opportunity for academic staff development, productivity and training. It provides means to support high quality research and teaching initiatives by relieving faculty members of all teaching and administrative duties in order to enable them to engage in academic and scholarly activities on a full-time basis for an agreed upon period of time. Sabbatical-leave may also be spent in professional development to immerse a faculty member in areas of interest to the university such as learner-centric teaching, research-informed education, competency-based curricula, digitally enriched and entrepreneurial education, experiential and service learning.

Full-time Service: Full-time service is defined as working full-time for at least 8 of the previous 10 semesters

Policy Statements

1. A faculty member is eligible to be awarded up to three (3) sabbatical leaves.
2. First sabbatical leave for regular full-time faculty on indefinite or rolling contracts is available for those who have been in service for at least four years and who have been in continuous full-time service.
3. Regular full-time faculty members on regular three or more years-contract who spent at least seven successive years at QU may be granted one semester sabbatical leave after meeting the requirements.
4. Faculty members on Assistant Professor Rank should demonstrate scholarly productivity to apply for sabbatical leave
5. Faculty members in a leadership or management position (at the level of Dean or higher) may be granted a year of sabbatical leave after completing one full term of administrative service.
6. Sabbatical leaves may be for either one semester or for two semesters.
7. Faculty shall spend their sabbatical leave in institutions other than Qatar University. Faculty members shall provide evidence of a formal affiliation with either a local or international institution, for the duration of the sabbatical leave period.
8. Faculty members will receive 100% of their basic salary and all fringe benefits.
9. Faculty members granted sabbatical leave outside of the country are entitled to reimbursement for the roundtrip airfare for self, spouse and up to three children under the age of 18.
10. The appropriate Department Chairperson and/or College Dean shall make arrangements for carrying on the duties of a person on leave.

11. Faculty members are obligated to return to active service for a minimum time equal to the sabbatical period. In the event that the faculty member resigns or leaves the University during the sabbatical or upon return, she/he must reimburse the University for all funds contributed to the sabbatical leave.
12. Faculty members must complete a written report about the work completed during sabbatical leave and submit to his/her department head.

Procedures

Sabbatical Leave Application: Faculty seeking a sabbatical leave shall submit written materials to the chairperson of the Department that include:

1. Complete sabbatical leave application form.
2. Proposal for the research plan or the activities that will be undertaken during the leave.
3. Objectives of the leave.
4. Expected outcomes of the sabbatical year activities.
5. The budget and the source of it, if any.
6. Invitation/acceptance letter with local or international institutions.
7. The report on prior sabbatical leave (for those who are applying for a second or third time onwards).
8. The result of the annual appraisal in the last 4 years.
9. The feedback on the results of the previous sabbatical leave (for those who are applying for the second time onwards).
10. Evidence of scholarly productivity.
11. Current Curriculum Vitae

The Process:

- A letter of intent and sabbatical leave application shall be filed with the head of department by end of October prior to the year of the sabbatical.
- Faculty members in a leadership or management position (at the level of Dean or higher) after completing one full term of administrative service may file a letter of intent to their direct supervisor requesting sabbatical leave. If approved, relevant supervisor will communicate the decision to relevant parties.
- Applications for sabbatical leaves must be approved by the head of department, and endorsed by the College Dean by end of November. A statement from the head of department about how the responsibilities of the applicant will be met during the proposed sabbatical leave. Faculty who are granted sabbatical leave should be replaced, whenever possible, by either existing staff or part-time staff.
- The Vice President for Academic Affairs shall convene a committee of faculty members to review applications for sabbatical leave and make recommendations as per QU policies and available budget.
- The committee shall make recommendations, taking into account University funding available, whether or not the faculty member has been previously granted a sabbatical leave, and previous departmental distribution of sabbatical leaves. The committee will submit its recommendation by end of December.
- Priorities are given to those are on their first sabbatical leave request followed by seniority (based on academic rank).

- The Vice President for Academic Affairs, in consultation with this committee, shall make the ultimate decision regarding the disposition of each application and notify the applicant no later than the end of the fall semester.
- The decision of the Vice President for Academic Affairs shall be final. Applicants' rejections shall be justified.
- Within two months of completing the sabbatical leave, a written report of the work completed shall be submitted to the head of department with copies to the Dean, and Vice President for Academic Affairs.