

Central Texas College District Human Resource Management Operating Policies and Procedures Manual Policy No. 615: Sabbatical Leave

I. PURPOSE

To define the system by which faculty may be released from normal duties for up to six months to study, research, write and similar projects for the benefit of the Institution, the students, and the employee.

II. SCOPE

This policy applies to all full-time faculty.

III. POLICY

- A. Sabbatical leaves may be granted to approved faculty for one-half of the faculty member's academic year. Faculty requesting a sabbatical leave will submit the request and supporting documentation through their Department Chair or Dean and the responsible Executive Officer who will provide recommendations to the Chancellor. Normally, only three sabbatical leave leaves (Institution-wide) will be authorized during any fiscal year.
- B. Faculty requesting sabbatical leave must have served for a minimum of two consecutive academic years and must agree to a two year employment obligation following the leave.
- C. During the sabbatical leave, faculty may be paid their normal salary and will maintain benefits to include insurance, Qualified Pension Plan, Supplemental Pension Plan and Teacher Retirement System or Optional Retirement Plan, as applicable.
- D. While on sabbatical leave, the position will be filled by part-time personnel.
- E. Faculty who fail to return to employment with the institution after a sabbatical leave must repay all compensation and cost of benefits received while on sabbatical leave.

IV. PROCEDURES

- A. Faculty requesting sabbatical leave must submit a formal memorandum of request to their Department Chair or Division Director and execute a Request and Approval for Sabbatical Leave form. Original request will be forwarded to the Director, Human Resource Management after the Chancellor's approval.

- B. Application packet will be submitted with approval so as to be date stamped in the Chancellor's office by the end of the last working day in May, preceding the school year for which applying.
- C. The Chancellor will make the final selection and individuals approved for sabbatical will be notified prior to 15 June.