

HWCOC Sabbatical Leave Policy from Faculty Bylaws – June 2016

a) Definition and Purpose

The purpose of the sabbatical leave of absence is to aid the recipient in developing his or her skills as a teacher, scholar or administrator. Sabbatical leaves of absence, while recognizing previous service to the institution, are not to be considered an entitlement to which a Faculty Member is due solely on the grounds of length of service. At all times the decision as to whether to grant a sabbatical leave shall be within the discretion of the Dean, contingent upon funds and feasibility of returning to prior pursuits (e.g. clinical practice).

b) Basis for Granting

All sabbatical leaves of absence shall be based upon a written application submitted to the Dean of the HWCOC. The application must be consistent with that described in FIU Sabbatical Leave Policy (as may be amended from time to time) and shall include a detailed outline of the research or other project the Faculty Member intends to undertake or conclude during the proposed leave time and shall state the nature of the report to be written to the HWCOC upon completion of the leave.

c) Other Compensation

Only tenured, full-time Faculty Members are eligible for sabbatical leaves. A request for sabbatical leave must be approved by the Dean, and further approved by the Provost. The number of sabbatical leaves that may be granted in any given year (if any) shall be determined by the Dean and subject to approval of the Provost.

d) Terms of Leave

i. Compensation and Term. Sabbatical pay may be provided for 100% time for up to half of a year or 50% time for a year. Pay in this case is defined as the normal contractual rate to which the recipient would be assigned if working full-time in that particular academic year excluding incentive-based clinical income. During the terms of a sabbatical leave the HWCOC will maintain its contributions to the retirement program, health and life insurance, social security, or any other specified benefit that the Faculty Member is receiving. Through continued payroll assessments, the Faculty Member shall continue to pay his or her share of funds for those programs. Sabbatical leave is not intended to augment the recipient's income. Recipients may not use sabbatical leave time for teaching at another institution except in unusual cases specifically approved in advance. If such activity will occur for remuneration during the sabbatical, such work shall be included in the proposal requesting leave. Receipt of a grant to accomplish the purpose of the sabbatical or to extend its length shall not be considered additional compensation to the extent that it does not provide compensation to the recipient exceeding the difference between the pay which would have been paid by the HWCOC for full-time employment and the sabbatical leave pay to be received. To the extent that the grant does exceed such difference, the HWCOC sabbatical leave compensation shall be correspondingly reduced. Any waiver of the foregoing policy shall be approved based solely upon the benefit to be derived by the HWCOC.

ii. Return to Service at the HWCOC. As a condition to the granting of sabbatical leave, the recipient will ordinarily be required to return to service at the HWCOC for at least one academic year following the sabbatical period. Recipients of sabbatical leave compensation who fail to complete their contractual obligation of one year of service following such leave shall be required to repay such compensation to the HWCOC unless prior arrangements have been agreed upon in writing by the Dean and Provost.

iii. New Service Period. When a sabbatical leave has been approved and completed, resumption of service to the HWCOC shall begin a completely new service period for the purpose of determining eligibility for further sabbatical leave. Time spent on leave of absence shall not be counted toward years of service required for eligibility for sabbatical leave.