Sabbatical Leave - Guidelines

Below is a summary of relevant information regarding Sabbatical leave. For full details see the Faculty Manual.

- The purpose of sabbatical leave is to relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development, thus enhancing their future contributions to the mission of the University.

- **Eligibility:** A faculty member shall have completed six full years of full-time service with the University to be eligible for sabbatical leave.
  - Exceptions may be granted upon approval of the department chair, dean, and Provost.

- Applications for sabbatical leave by faculty on nine-month appointments may entail a request for **one semester of leave at full pay** or for **two successive semesters at half pay**.

- Individuals who are on sabbatical leave are still considered employees of Clemson University and, therefore, may not be employed by another entity.
  - A faculty member on sabbatical may receive compensation indirectly from another entity through a contract for the faculty member’s services between the other entity and the University.

- Members of the faculty granted sabbatical leave shall sign an agreement to maintain University employment for a period at least equal to the period of the sabbatical, or to repay the University any compensation they received from the University during the period of the sabbatical.

- **Application and review processes:**
  - Prepare a proposal containing information on the goals of the sabbatical including supporting materials and information on how the teaching, student advising/mentoring, service, and any administrative responsibilities of the applicant will be handled while
he or she is away from campus. If relevant, an applicant must consult with the department chair concerning teaching responsibilities.

- The proposal for a sabbatical leave should be submitted to the Sabbatical committee (Chair + elected members of the Advisory Committee) for review no later than **January 31** (for sabbaticals beginning in the fall semester) or no later than **May 1** (for sabbaticals beginning in the spring semester).

- The Sabbatical committee’s written recommendation shall be forwarded directly to the dean of the college with a copy to the applicant. The departmental committee will take no longer than two weeks to submit its recommendation.

- The dean of the college will forward a recommendation to the Provost and the applicant no later than February 28 or June 1, as appropriate.

- By March 15 or June 15, the Provost will forward a recommendation to the President of the University and inform the applicant, the dean of the college, and the chair of the department of the Provost’s recommendation.

- The President of the University shall render a decision within two weeks of receiving the Provost’s recommendation.

- **Upon return from sabbatical leave** the faculty member shall file a **written report** with the department chair on the faculty member’s professional activities during the leave period.