

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY: FACULTY SABBATICAL ASSIGNMENT

A sabbatical is an extended period of time granted for professional development and renewal away from normal responsibilities and in a manner that is not possible during the busyness of a typical work year. Sabbaticals are not vacations, but carefully planned periods of time to enable recipients to be engaged in intensive study in order to become more effective teachers and scholars and to enhance their services to the College. This privilege should be granted to faculty members on the merit of their past academic contributions.

General Features

Good Samaritan College of Nursing and Health Science considers sabbatical assignments an integral part of a comprehensive faculty development program. A sabbatical assignment provides opportunities such as study, research, creative effort, development of programs and curricula, completion of the doctoral dissertation, improvement of teaching capabilities and methods in order that the quality of each recipient's service to the College may be enhanced. The sabbatical assignment is granted as an alternative to a course assignment in the faculties annual workload.

Sabbatical assignments may be awarded after thorough review and evaluation of the merits of the individual assignment proposal. Application using the form provided by the college must be made in the spring of an academic year for the next academic year.

All members of the faculty employed on a full-time basis and who hold the rank of associate or above, and who have given the College at least six years of service, shall be considered eligible for sabbatical assignment and may apply. Full-time faculty previously on part-time appointments will be given equivalent credit for part-time service (e.g., eight years at 1/2 time and two years at full time = six years) and will be eligible for sabbatical assignment based on current full-time salary.

No more than one sabbatical assignment is to be granted for each academic year, including administrators. Support for the sabbatical assignment policy shall be limited to the College's ability to pay as reflected in the final budget approved by the Board of Trustees and the ability to find qualified replacement as appropriate for the duration of the sabbatical.

A recipient of a sabbatical assignment may receive financial assistance from sources other than the College, provided specific arrangements have received administrative approval. Sources other than the College shall include externally funded grants, contracts, and fellowships awarded to the College for support of the plan of the recipient's sabbatical assignment. However, during the period of sabbatical assignment a faculty member shall not engage in salaried work for another employer unless such arrangement has received prior approval of the dean of academic affairs and the president.

Sabbatical assignments may be for either a fall or spring semester. Full-year sabbatical assignments may begin in fall only.

Sabbatical assignments shall not be granted to an individual faculty member more frequently than one in seven years.

General Criteria for Evaluating Requests for Sabbatical Assignments.

Proposals for sabbatical assignment will be evaluated by an advisory committee appointed by the dean of academic affairs. The dean will carefully consider the committee's recommendation when making the decision to recommend approval to the president. The evaluation will focus on the quality and potential of the proposal and on the past productivity and achievements of the applicant. Proposals will be evaluated against the criteria listed below. Therefore, faculty should consider these criteria when developing proposals and preparing applications for sabbaticals.

1. Evidence that the conduct of the project will improve the professional performance of the faculty member;
2. evidence of preparation and planning;
3. clarity and completeness of the proposal;
4. evidence of professional qualifications to carry out the project;
5. probability of successful completion of the project in relation to the length of the requested sabbatical;
6. explanation of why the sabbatical is important to the project's completion; and
7. significance of the project to the discipline and/or to Good Samaritan College.

Written Report and Presentation

Within 60 days after the completion of a sabbatical assignment, the recipient must file a report of sabbatical activities with the dean of academic affairs to verify that the program agreed upon has been satisfactorily carried out. The dean of academic affairs will forward the written report to the president and shared with the Board of Trustees. The recipient may be asked to make a presentation to various constituencies of the college, including the Board of Trustees.

Disruption of Assignment

If the assignment is interrupted by serious accident or illness or any other reason during such assignment, and the accident or illness is properly verified by a qualified physician, such interruption shall not constitute a violation of the contract or prejudice the recipient against receiving the rights and benefits provided for under the terms of the sabbatical assignment policy. However, this provision is based on the fact that such interruption does not extend over a period of time that would cause the purposes of the sabbatical assignment to be abandoned. In all cases of serious accident or illness of a faculty member on sabbatical assignment, the dean of academic affairs shall be promptly notified. Inasmuch as the faculty member is a full-time employee, all policies of the TriHealth, Inc./Good Samaritan Hospital and the college will apply. Should there be an unexpected change of purpose or itinerary of the sabbatical assignment, the dean of academic affairs shall be notified in writing immediately.

Cancellation of the Second Semester of a Sabbatical Assignment

A request for the cancellation of the second semester of a full year sabbatical, whether a consecutive or a split assignment, must be submitted to the dean of academic affairs in writing and reviewed by the president. Criterion for granting the cancellation: The objectives of the original proposal have been completed in one semester as evaluated by the dean of academic affairs. Decisions will be made on an individual basis by the dean of academic affairs and recommended to the president.

Post-Sabbatical Service

Prior to a sabbatical assignment, the recipient shall be required to agree to return to his/her normal position of service to the College immediately following the assignment for one year of full-time service. If the post-sabbatical service obligation is not fulfilled, the recipient must reimburse the College. The payment will be the amount of compensation received during the sabbatical that is proportionate to the amount of unfulfilled service.

Method of Compensation

Payment to a faculty member on sabbatical assignment shall follow the regular payroll procedures with compensation based on the faculty member's placement on the salary schedule in effect during the period of the assignment.

Effect Upon Salary, Benefits and Retirement

While on sabbatical assignment, the faculty member is a full-time employee of Good Samaritan College and will be eligible for the same benefits for which the faculty member was eligible prior to taking sabbatical assignment.

PROCEDURE:

1. The eligible applicant will transmit the written request for sabbatical assignment to the dean of academic affairs. The applicant will complete the application form and address the general criteria for evaluating requests for sabbatical assignments and include a current curriculum vitae.
2. Applications will be evaluated by the appointed sabbatical assignment committee between March 1 and April 1 each year.
3. By May 15, the sabbatical assignment committee shall submit a written report to the dean of academic affairs. The report will include a summary of all applications and identify those recommended for sabbatical awards in priority order.
4. The dean will transmit to the president all pertinent materials related to the sabbatical assignment requests, including her or his recommendations. The dean shall include a plan for ensuring coverage of the work normally carried out by the applicant(s) she or he is recommending for a sabbatical assignment.
5. The president informs all applicants in writing of the outcome of their requests for sabbatical assignment by June 1.

Approved By: _____ Date: 8/28/08

Effective Date: 5/22/08

Review/Revision Dates, 5/08

Responsible Committee: Faculty Senate/Professional Development

**Good Samaritan College of Nursing and Health Science
Cincinnati, Ohio
Application for Sabbatical Assignment**

Name:	Academic Rank:	Date:
Date of Appointment to Faculty:		
Proposed Assignment Period		
Fall Semester	Spring Semester	Full Year
Full Assignment		Half Assignment
<p>Will the assignment involve additional expense to the College? If so, give amount and attach a request on the Budget Form for Expense and Capital to the President for approval, including how additional expenses will be covered.</p>		

<p>Purpose Of Leave And Statement Of Plans: Statement of not more than 25 words in lay language. This information is used to prepare a document for the Board of Trustees. Please avoid over simplified statements like "to write a book." A detailed statement should be attached.</p>
<p>I have read and understand the policy on sabbatical assignment. I agree to adhere to the policy.</p>
<p>Date: _____ Signature of Applicant: _____</p>

Statement Of Department Chair:

Describe specific provisions made to cover applicant's work during his/her absence, including instruction and supervision, and administrative responsibilities.

How will the proposed activity improve the applicant's ability to meet the goals of the Department and/or the College?

Recommendation of Department Chair: Approve Disapprove

Date: _____ Department Chair: _____

Recommendation of Review Committee: Approve Disapprove

Comments:

Date: _____ Chair of the Review: _____

Recommendation of Dean: Approve Disapprove

Comments:

Date: _____ Dean: _____

Recommendation of President: Approve Disapprove

Date: _____ President: _____

(Campus Use Only)

Comments:

Application for Sabbatical Assignment

Statement of Plans: Use next pages of this application to provide a more complete statement of sabbatical plans limited to no more than 1000 words and of a general enough nature that colleagues not in the faculty member's specific discipline can understand it. The Statement of Plans should explain how the purposes identified above are to be accomplished, address the criteria in the policy, and how the sabbatical will contribute to meeting the goals of the faculty member and the College. If appropriate, the statement should also say how the proposed sabbatical activity would help the applicant better serve specific needs of students and colleagues.