

Sabbatical and Developmental Leave Policy

Version: 1.0

Responsible University Official: Provost

Effective Date: 2-27-25

1.0 Introduction and Purpose

Sabbatical and developmental leaves provide opportunities for pursuit of the faculty’s scholarly agenda and/or other University-approved professional development endeavor designed to advance the faculty’s teaching and/or research effectiveness.

SLU understands that the scope of faculty scholarship has and will continue to evolve over time. This policy relies on the [Boyer Model](#) as an underlying basis for various leave applications. The Boyer model is an inclusive approach to faculty scholarship for recognizing and rewarding scholarship in all of its forms (see Table below from [Boyer’s Model of Scholarship](#)).

Table 1 Boyer Model of Scholarship

Type of Scholarship	Purpose	Measures of Performance
Discovery	Build new knowledge through traditional research.	<ul style="list-style-type: none"> • Publishing in peer-reviewed forums • Producing and/or performing creative work within established field • Creating infrastructure for future studies
Integration	Interpret the use of knowledge across disciplines.	<ul style="list-style-type: none"> • Preparing a comprehensive literature review • Writing a textbook for use in multiple disciplines • Collaborating with colleagues to design and deliver a core course
Application	Aid society and professions in addressing problems.	<ul style="list-style-type: none"> • Serving industry or government as an external consultant • Assuming leadership roles in professional organizations • Advising student leaders, thereby fostering their professional growth
Teaching	Study teaching models and practices to achieve optimal learning.	<ul style="list-style-type: none"> • Advancing learning theory through classroom research • Developing and testing instructional materials • Mentoring graduate students • Designing and implementing a program level assessment system

This *Sabbatical and Developmental Leave Policy* delineates the sabbatical leave provision (Sec. III.H.12.d.) and developmental leave provision (Sec. III.H.12.e) contained in the *Faculty Manual*.

2.0 Scope

This policy applies to all Saint Louis University employed full-time faculty members, including department chairpersons or comparable administrators, and the School of Medicine Clinical faculty. This does not apply to the University’s Madrid Campus.

3.0 Definitions

Academic Year. The period from the Monday prior to the start of fall semester classes through the day of the University's spring commencement.

Development Leave Duration. An absence of one semester.

Sabbatical Leave Duration. An absence of one semester or one academic year.

Notes: All subsequent references to “leave” assume “sabbatical leave and developmental leave” unless otherwise specified. School of Medicine Clinical Faculty leaves would be six- or twelve-month periods. For those faculty serving in roles where extended leaves are impractical due to the nature of their position (such as but not limited to those with administrative/librarian/clinical), implementation of granted leave will be negotiated with their chair/dean or equivalent position.

4.0 Eligibility

To be eligible to serve on leave:

1. Faculty members must have completed at least a total of 12 semesters of full-time service (or six years for SOM Clinical Faculty) at Saint Louis University since initial appointment or since the conclusion of a previous leave.
 - For example: If a faculty served on a leave in Spring 2014, then the earliest that faculty would be able to serve on any subsequent leave would be the Fall 2021 term.
2. Faculty who served on a prior leave are not eligible to be approved for a subsequent leave if they did not comply with the reporting requirements in Section 10. Exceptions may be approved only by the Provost.
3. Eligibility does not imply an automatic right to, or an automatic granting of, leave.
4. The possibility of a leave being granted is not impacted by the timing of the submission of an application (assuming the application is submitted during the approved application period).
5. Eligibility for leave is not impacted by the timing of a faculty member's decision to apply (assuming the application is submitted during the approved application period).
6. Eligibility for leave cannot be “accumulated.”
 - For example: Not serving on leave for 24 semesters does not entitle an otherwise-eligible faculty member to be granted two leaves simultaneously/consecutively.

- One exception to this accumulation stipulation is when, in consultation with their dean or comparable administrator, a faculty member postpones taking a leave for which they would be eligible for the benefit of, and at the request of, the University. In such cases, the faculty member will be eligible for consideration for a subsequent 12 semesters of service following the semester in which the postponed sabbatical was originally scheduled. All such arrangements must be formalized in writing and approved by the Provost at the time of agreement.
- Rare opportunities may warrant application and consideration by the Provost.

7. Faculty members must be tenured at the time of a sabbatical leave request.

In rare and exceptional circumstances, a faculty member may, in order to take advantage of a unique opportunity, apply for leave before first accruing the required 12 semesters of full-time service (six years for SOM Clinical Faculty). Should such an early leave be granted, the required eligibility period for the faculty member's next leave will be lengthened by the time omitted from the foreshortened period.

5.0 Feasibility

A faculty member's individual eligibility for leave does not supersede the feasibility of the particular leave request for the academic unit (or the University). The following criteria will be considered by all approving bodies/individuals before leaves are granted:

- Curricular and staffing needs of the department/program/college/school.
- Leaves can be granted for either semester, and not necessarily the semester initially requested.
- Approved leaves that cannot be accommodated within a particular year may be granted priority in the following year.

6.0 Procedures

Guidelines for all leave applications are published by the Office of the Provost. Completed applications for all leaves – including all endorsements/approvals granted at the department/college/ school level – must be submitted to the Office of the Provost per published application guidelines no later than December 1st of the preceding academic year.

Accordingly, departments/colleges/schools will establish their own, internal deadlines and processes for leave applications. All faculty should consult with their department chairperson or comparable administrator and/or dean for these unit-specific submission deadlines.

The Provost's decision on each application for leave will consider the recommendations/endorsements/approvals granted by the faculty's department/college/school, but will, ultimately, be based on the Provost's determination for what is in the University's best interests.

7.0 SABBATICAL PROPOSAL GUIDELINES FOR FACULTY

Applications describing the proposed leave should contain the following:

1. Cover Sheet that includes:

- Name of faculty member
- Banner ID
- Name of department/center and college/school Title/rank of faculty member
- Date of initial appointment to full-time faculty Date(s) of previous leave(s)
- Period of leave covered by current application Abstract of leave plans (not to exceed 50 words)

2. Leave Plan

- Submit a detailed statement of leave plan that fully describe the activities in which the faculty member will be engaged full-time. Examples of such plans include study at another educational institution, research on a clearly defined topic, curriculum development, and writing to complete a project whose theme and outline are clearly given.
- Clearly specify goals and procedures and the time sequence for completion of individual segments in the plan.
- The following is a non-exhaustive list of examples that illustrate the range of scholarly activity that could be results of the leave plan:
 - traditional research
 - interpretive or theoretical articles or monographs for the profession
 - pedagogical articles or monographs, books and textbooks
 - professional presentations
 - reports of professional consultations
 - enduring educational materials
 - applied and public scholarship
 - community-engaged scholarship
 - creative work in art, dance, music, theater, film, broadcasting, or literature

3. Leave Affiliations

- List foundations, institutions, or other organizations, when appropriate, with which the faculty member will be affiliated during the leave period.
- Indicate the facilities and personnel of relevance to this leave application.
- Include a letter from the affiliating institution describing the negotiated arrangements.
- While travel is not required, it may be considered when evaluating proposals.

4. Qualifications for Project

- Provide background information concerning the faculty member's professional or scholarly work, especially in the area relevant to the application.
- Summarize the outcomes of any previous leave(s).
- Include a copy of the faculty member's last leave report.

5. Bibliography

- List the faculty member's publications, scholarly or creative work, enduring educational materials, or other activities related to the proposed leave plan.

6. Benefits to the University

- Explain the value of the leave activities in terms of benefits to the University following the leave period.

8.0 APPLICATION EVALUATION

The applicant's department chairperson or comparable administrator (if applicable) must attach a letter to the application addressing the performance and competence of the applicant to undertake the project. The letter should also:

- contain recommendations as to how the program can minimize the effects of the faculty member's absence, providing coverage of his/her responsibilities during the leave period and
- identify what, if any, additional resources are necessary.

In departments, colleges, schools, or centers structurally unable to compensate internally for the effects of the absence of the faculty member on teaching or other academic obligations, the University may provide funding for a temporary replacement or other means of meeting those obligations, subject to the priority in scheduling and timing constraints set forth in Sections 5 and 6 of this policy.

The appropriate committee of the college or school faculty assembly or equivalent body will evaluate all requests for leaves and make its recommendations to the dean.

The dean, or appropriate administrator, must attach a letter to the application making his/her recommendations to the Provost.

The Provost will evaluate leave applications on the basis of their feasibility, appropriateness, and value to the individual and the institution, and with due consideration of the program's ability to meet the faculty member's University obligations during her/his absence.

9.0 COMPENSATION

Faculty members, employed by Saint Louis University, on development leave receive their full salary for one semester. Tenured faculty members, employed by Saint Louis University, receive

their full salary for one semester or half salary for leaves of one academic year.

A leave may not be used merely to obtain additional salary. During the leave, no faculty member may, without advanced approval from his/her dean and the provost, receive compensation for teaching at another institution. However, faculty members may receive recompense from outside sources for moving expenses, for travel, and to replace the reduction of university salary that a two-semester sabbatical entails, provided the policies of the granting agency are followed.

A faculty member who receives a leave must return to the University after completion of the leave and remain in service until the completion of one academic year. Failure to do so makes the faculty member liable for reimbursing the University for the salary and benefits paid while s/he was on leave.

10.0 REPORTING REQUIREMENT

Recipients of a leave must submit a report of his/her activities, within one semester after return (i.e., by June 1st following a fall semester leave, and by January 2nd following a spring semester or year-long sabbatical), to the appropriate committee of the college or school faculty Assembly or equivalent body, to his/her department chairperson or comparable administrator, and to the dean. This report serves as a record of benefits derived from the program. Failure to file such a report is grounds for denial of subsequent leave applications made by the recipient.

11.0 Approvals

This policy was:

1. Endorsed by CADD: 2-26-25
2. Approved by Provost: 2-27-25