

ROCKY MOUNTAIN COLLEGE

FACULTY POLICY

SECTION: Faculty

NUMBER: F-001-01-0014

SUBJECT: Leaves

DATE: 4/2009

I. POLICY

A. Sabbatical leaves

1. After each six or more years of full-time teaching, a tenured or tenurable faculty member is entitled to an appropriately planned study leave for one semester on full salary or for one academic year on half salary. This is not an accruable entitlement. For example, a faculty member may not teach for twelve years and then seek a two-year sabbatical. The next six-year segment begins the academic year after the sabbatical year.
2. Request for leave for the succeeding year will be presented in writing to the academic vice president by October 15<sup>th</sup> stating the program of study to be undertaken. The academic vice president will consult with the evaluation committee regarding the suitability of the program of study to be undertaken. The program of study should:
  - a. consume a significant portion of the leave (at least three hundred hours);
  - b. be a definable form of study; and
  - c. demonstrate relevance to Rocky Mountain College duties.
3. Based on the criteria in I.A.2., the academic vice president may
  - a. approve the sabbatical leave as submitted;
  - b. request minor revisions to the plan before approving the sabbatical leave;  
or
  - c. deny the request for sabbatical leave.
4. The academic vice president will submit recommendations for approved sabbatical requests to the president of the College. If satisfied that the recommendation is based on the policies and procedures agreed to by the College, the president will forward the recommendation to the board of trustees of the College by January 31<sup>st</sup>.
5. The board of trustees, if satisfied that the recommendation was based on the policies and procedures agreed to by the College, will approve the recommendation.
6. After the leave the faculty member will submit a written report to the academic vice president on the results of the leave. This will be used as part of the faculty member's next evaluation.
7. If more than one faculty member in a single academic field or department is eligible for a sabbatical leave in the same year, the academic vice president may ask one to defer the sabbatical for one year, without thereby postponing eligibility for the next regular sabbatical leave.

8. If the College should find itself in a financial situation such that necessary on-campus programs would need to be eliminated in order to provide money for sabbatical leaves, the continuation of the necessary on-campus programs takes precedence over the provision of sabbatical leaves; and individuals eligible for sabbatical leaves may be required to postpone sabbatical leaves during the financial crisis, without thereby postponing their eligibility for the next regular sabbatical leave.
9. Those faculty members who accept a sabbatical leave have an obligation to return to the College for at least one full year of additional service and to submit a written report on their accomplishments.
10. It is the responsibility of the faculty member seeking sabbatical leave to assist the academic vice president in finding a suitable replacement and/or scheduling classes.

B. Leaves Without Pay

1. A faculty member may apply to the academic vice president for a leave without pay for any reason. It may be granted provided satisfactory arrangements for a replacement can be made.
2. Negotiations will be made at the time of the leave request as to whether the leave affects the probationary period of a tenurable individual, the time line for promotion, or an individual's eligibility for raises. Results of negotiations must be documented in the faculty member's personnel file. Negotiations affecting future tenure and/or promotion decisions will be forwarded to the faculty evaluation committee and a copy placed in the faculty member's evaluation file.

C. Sick Leaves

1. When faculty members cannot meet their teaching responsibilities because of sickness, appropriate arrangements for having those responsibilities met will be arranged in consultation with the academic vice president.
2. For major illness, see the campus-wide sick leave policy in A-001-05-0001 and A-001-05-0002.

II. REVIEW AND RESPONSIBILITIES

Responsible Parties: Faculty

Review: Bi-annually on or before May 31<sup>st</sup>

III. APPROVALS

Approved:

Faculty Chair \_\_\_\_\_  
Date: \_\_\_\_\_

Approved:

Chair, Board of Trustees \_\_\_\_\_  
Date: \_\_\_\_\_