POLICY AND PROCEDURES FOR SABBATICAL LEAVE

Rational for the Sabbatical Leave:

Faculty members may apply for a sabbatical leave in order to pursue a research or creative undertaking to enhance a faculty member’s academic and/or professional standing and to contribute to the advancement of the academic reputation of the College.

Compensation and Duration of the Sabbatical Leave:

1. The sabbatical leave is for a period of one (1) year and merits full pay.

2. Faculty members are not allowed to engage in salaried work during the duration of the sabbatical leave. However, part-time consultancy engagements in the faculty member’s field of specialization may be allowed provided that: approval is obtained from the College and does not pose any conflict of interest.

3. The sabbatical output of the faculty member cannot be used as an output for promotion.

Eligibility Requirements:

1. Full-time faculty with at least seven (7) years of continuous service to the College or seven (7) years of continuous service from the terminal date of the previous sabbatical or service leave.

2. Faculty member should be at least Assistant Professor (for Academic Track faculty) or Professional Faculty 8 (for Professional Track faculty) in rank.

Personnel Impact Statement:

1. The College shall not appropriate additional funds to replace a faculty member on sabbatical leave. The affected unit shall absorb the workload of the faculty member on sabbatical leave.

2. The immediate head of the faculty applying for a sabbatical leave shall provide a document indicating how the existing responsibilities (e.g., teaching, committee membership, academic advising) of the faculty shall be appropriated to other personnel within the unit during the duration of the sabbatical leave.

Types of Sabbatical Outputs:

The sabbatical output should contribute to both the academic and/or professional standing of the faculty and the academic reputation of the College. These outputs may be as follows:

a. Research undertaking within the priority research areas of the College (e.g., Lasallian themes, Learner-centered educational philosophy, Deaf education, Gastronomy, Information Technology applications).

b. Research undertakings within the faculty’s professional or academic specialization.

c. Creative undertakings within the program specializations offered by the School of Design and Arts.

External Funding Sources:

A faculty may secure external funding sources in undertaking the research or creative project during the sabbatical leave provided that prior approval is obtained from College administration.

Procedures in Applying for a Sabbatical Leave:
1. Faculty submits an inter-office memorandum indicating interest in undertaking a sabbatical leave to the Program Chairperson. The inter-office memorandum should have the following attachment:

   a. Date of previous sabbatical leave and activity/activities undertaken.
   b. Submission of proposed sabbatical project. The following requirements would be used by the evaluators to recommend approval of the sabbatical leave.

      For research-based sabbatical output: complete research proposal (i.e., introduction, theory and hypotheses, method).

      For creative-based sabbatical output: concept paper of the creative project (i.e., nature of the creative output, significance of the creative project to the academe and profession, proposed execution of the creative output).

      For research- and creative-based output: A research or creative brief regarding the activity to be undertaking during the sabbatical leave (approximately 1,000 to 1,500 words). It should also include the anticipated result of the research or creative undertaking, significance of the research or creative undertaking to the professional and/or academic improvement of the faculty and the College, and the criteria the College can use to determine whether the sabbatical was successful.

   c. Gantt chart detailing the activities to be undertaken during the sabbatical leave.
   d. External funding sources and purpose of grant in activities to be undertaken during the sabbatical leave, if any.

2. Program Chairperson evaluates the sabbatical leave application. If the evaluation is favorable, the Program Chairperson forwards the application to the School Dean for endorsement to the OVCA for approval. The Program Chairperson should also submit to the School Dean the Personnel Impact Statement.

3. The School Dean has to forward the endorsed sabbatical application to the OVCA.

4. The OVCA shall convene an ad-hoc committee to evaluate and approve the sabbatical leave application. The Committee shall be composed of the following: VCA (convener), CLCIR Director, CLCIR Research Office Head, School Dean, and a content expert. This Committee shall be convened on the 8th week of the term.

5. If revisions are required in the sabbatical proposal, the faculty would be given two (2) weeks to satisfy the required revisions in the proposal.

Timeline for the Submission, Evaluation, and Approval of Sabbatical Leave:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>Submission of sabbatical leave application with the required document to</td>
<td>Time</td>
</tr>
<tr>
<td>Chairperson or Office Head for review and endorsement to the School Dean</td>
<td>Not later than the 2nd week of the Third Term</td>
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<tr>
<td>or Unit Director</td>
<td>prior to the Academic Year when the Sabbatical</td>
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<tr>
<td>Submission of endorsed sabbatical proposals to the OVCA with the proper</td>
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<tr>
<td>endorsement</td>
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OVCA distributes the endorsed sabbatical proposal to members of the ad-hoc committee  | would commence
---|---
3<sup>rd</sup> week of the Third Term
Ad-hoc committee members review the proposed sabbatical proposals  | Until the end of the 5<sup>th</sup> week of the Third Term
Ad-hoc committee convenes to render decision on the sabbatical proposals  | 6<sup>th</sup> week of the Third Term
Revision compliance from proponent if ad-hoc committee renders a revise and resubmit decision  | Until the end of the 8<sup>th</sup> week of the Third Term
Ad-hoc committee renders decision regarding the sabbatical proposal  | 10<sup>th</sup> week of the Third Term

Criteria for Evaluation of Sabbatical Leave:

1. The project will contribute to the academic and/or professional growth of the faculty.
2. Methodological soundness of the project.
3. Evidence of preparation and planning that would lead to the successful completion of the project.
4. Significance of the project in the contributing to the academic reputation of the College.
5. A sabbatical leave is essential in the completion of a project.

Deferment of Sabbatical Leave:

1. Due to exigency in service, a faculty member may defer the commencement of a sabbatical leave. The request for deferment should be done in writing endorsed by the Program Chairperson and School Dean. The final approval shall be made by the OVCA.
2. The deferment should not be more than 3 terms from the time the sabbatical proposal has been approved.
3. For approved deferment, the time interval for eligibility for the next service leave or sabbatical leave shall be counted as if the sabbatical leave had been granted.

Service Requirements after Sabbatical Leave:

1. Faculty member shall provide the CLCIR Director a progress report on the 4<sup>th</sup> (i.e., update on data gathering) and 8<sup>th</sup> (update on data analysis) month of the sabbatical. For creative projects, milestones on the completion of the project as specified in the Gantt chart. If there is a delay on the implementation of the activities as stipulated in the sabbatical application, the faculty has to justify the delay and submit a revised work plan to ensure that the sabbatical requirements are delivered at the end of the leave.
2. The faculty is required to render a year of service payback upon returning from the sabbatical.
3. The faculty is required to present the sabbatical output in a research colloquium sponsored by CLCIR to the members of the College community. For creative outputs, the faculty member is required to conduct a public forum and exhibition of the creative work completed during the sabbatical leave.

A discussant will be invited by the College during the research colloquium or public forum and exhibit for a more balance exchange of view regarding the final sabbatical output.
4. The final research or creative output report (complying with the requirements of academic rigor prescribed by the discipline) should be submitted to the CLCIR, LRC, and School/Center/Office of the grantee.