

# Full-Time Faculty Development

*The content of this chapter is applicable to only full-time faculty.*

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## 4.1. COURSE RELEASE FOR TENURED FACULTY MEMBERS

*(Included since 2010; updated 2014, 2017)*

### A. Eligible Candidates

- Any tenured Seaver faculty member currently teaching a 3/3 load (or its equivalent) is eligible to apply for a one course release. (Faculty members who have been granted a sabbatical for the concurrent academic year are ineligible.)
- Tenured Seaver faculty members currently holding a distinguished professor position or an endowed chair position are automatically granted a one course release. No application is necessary while the faculty member holds the above designation. (This involves approximately ten individuals).

### B. Application Process and Timeline

- The eligible faculty member will submit a one- or two-page document (no more than two pages) outlining the project that will be undertaken if a 3/2 teaching load is granted; the project document must include expected outcomes of the project. The candidate will also provide a curriculum vitae with the project proposal.
- The types (not exhaustive) of projects envisioned are:
  - o Scholarly activity – a paper presentation at a professional conference, student related research, published article or book, exhibition, performance, or grant proposal.
  - o New course / program development – development of a new course not currently in the Seaver catalog (developed in conjunction with the need of GE, the major, or division) or development of a new pedagogy that would result in a presentation or publication.
  - o Assessment-related activities – leadership or extensive role in a five-year review, general education review, or projects that advance assessment and program review at Seaver College.

- The criteria used to evaluate projects will largely mirror the criteria used for the evaluation of sabbatical proposals and current Seaver research grants: merit and significance of the proposal, likelihood of completion, benefit to the division and/or the college, current contributions of the faculty member to the division and the college.
- In subsequent rounds successful recipients will also provide a brief statement documenting the outcomes of previous course reduction awards.
- Application Timeline
  - o Eligible applicants seeking a course release will submit a proposal and curriculum vitae to their division chairs by the last Tuesday in October.
  - o Divisional deans will review and forward applications to the Seaver Dean's office by Friday, November 1.
  - o The Awards Committee will review materials and determine recipients in December.

### **C. Awards Committee**

- The committee awarding the one course release will be composed of the Seaver dean, Seaver associate deans, and divisional deans.

### **D. Implementation**

- Course releases will be awarded on an annual basis because they are funded with non-base dollars.
- Whether the two-course load is taken in the fall or spring semester will be determined by divisional needs.

### **E. Course Reduction Policy for Seaver Visiting Faculty with Overseas Appointments**

- Faculty who receive an overseas appointment in one of our seven programs will be given a one course load release in either the fall semester prior to their year overseas or one semester after they return from their overseas appointment.

The following conditions apply:

- 1) This course reduction only applies to faculty who have **year-long** overseas

appointments.

2) This course reduction is only granted to full-time faculty.

3) If a faculty member chooses to take the course reduction **prior** to the year overseas, it must be taken in the fall semester. If the faculty member chooses to take the course reduction **after** the year overseas, the divisional dean will determine whether it can be taken in the Fall or Spring semester.

## **4.2. DISTINGUISHED PROFESSOR GUIDELINES FOR RELEASE TIME**

*(Included since 2002; modified 2010; updated 2017)*

1. Distinguished professors automatically receive a 3/2 teaching load. 2. No distinguished professor may receive less than a 2/2 teaching load.

3. Distinguished professors may, at their option, request that in place of a portion of their annual stipend they be released from teaching one class in order to have time to pursue an academic project.

4. The academic projects which would be eligible for support fall into four categories:

a. Original research projects that will lead to publications, or, in the case of faculty members in the visual or performing arts, projects that will lead to major exhibitions or performances.

b. Planning and sponsoring a conference of academic significance either for the Pepperdine community or academia beyond Pepperdine.

c. Preparing and giving a major, public lecture that will be of interest to the broad Pepperdine community.

d. Preparing a proposal for a major grant that will bring both financial resources and academic recognition to Pepperdine.

5. Distinguished professors must apply to the divisional dean by January 1 for the following fall semester and by September 1 for the following spring semester. The released time request will be granted if approved both by the applicant's divisional dean and the dean of Seaver College.

6. Distinguished professors who are granted released time must report back by way of a lecture, performance, or exhibition to which all Seaver faculty members and, as

appropriate, others in the broader Pepperdine community will be invited.

7. There shall be no limit on the number of times distinguished professors may apply for and receive additional released time (up to one per year).

### **4.3. EMPLOYEE EXPENSE REIMBURSEMENT**

*(Included since 1988; modified 2007, 2012)*

Faculty and staff shall be reimbursed for reasonable travel and entertainment expenses incurred on authorized university business. The policy governing expense reimbursements is the Travel and Entertainment Policy found in Section 4.1 of the [University Financial Policies](#).

### **4.4. INTERNATIONAL PROGRAMS TEACHING ASSIGNMENTS**

*(Included since 1991; updated 2025)*

All full-time Seaver faculty members who have taught at Pepperdine for at least three years are eligible to apply to teach in the University's overseas programs. Year-round residential programs (academic year plus summer) are currently operated in Buenos Aires, Florence, Heidelberg, Kyoto, London, Switzerland, and Washington, D.C., and faculty-led summer-only programs are operated in many other locations. Both academic-year and summer appointments are offered. Information on the application process may be obtained from the office of the Associate Dean of International Programs (x4230). Faculty members who have not yet earned tenure should consider the possible impact of an overseas assignment on their development as scholars before applying. All faculty members should speak with their divisional dean before applying for an appointment.

### **4.5. PROFESSIONAL TRAVEL**

*(Included since 1978; modified 1988, 1991, 2006, 2010, 2012, 2014, 2017; updated 2022)*

#### **1. GENERAL**

Faculty travel to professional meetings, seminars, and events, as well as for research purposes, creative activity, and other professional development activities, is strongly encouraged, particularly when original research is presented, papers are read, or creative activities are performed. The following guidelines are designed to maximize the limited funds available for travel. They are based on a concept of divisional allocation, i.e., each academic division maintains a designated travel pool which will be distributed by the divisional dean on the basis of these guidelines. The guidelines establish maximum

allocation or reimbursement amounts. Divisional deans may find it necessary to award amounts less than the maximum allowed. Requests for reimbursement must be submitted within 30 days of return from a conference, with original receipts. All faculty travel is subject to Pepperdine's employee expense reimbursement policy and procedures, which may be found in Section 4.3 of this chapter or in Section 4.1 of the [University Financial Policies](#).

## 2. ALLOCATION PARAMETERS

a. Any full-time faculty member delivering a peer-reviewed scholarly paper or engaging in a professional creative activity at a meeting or event may receive reimbursement of expenses for lodging, meals, and local transportation for four days.

- **Airfare and Travel.** All domestic and foreign travel should be booked in the lowest priced, coach/economy class option available from major domestic and international carriers. Employees are expected to travel by the most direct route using the most economical and reasonable mode of travel available. To maximize discount fare possibilities, air travel arrangements should be reserved as far in advance of the travel date as possible. Fees for one bag of checked luggage will be reimbursed. If traveling by car, mileage reimbursement will be at the applicable University-approved per mile rate and the total amount cannot exceed the lowest available airfare for travel and transfers.
- While traveling, reserved or upgraded seats or other reasonable and necessary accommodations are allowable up to a maximum amount of \$50. The maximum allotment amount applies to all flights necessary to reach the final destination. It is not applied on a per flight basis.
- **Lodging and Meals.** Federal government guidelines for Per Diem Rates (reference [www.gsa.gov](http://www.gsa.gov), click on Per Diem Lookup) will be used to establish maximum payment amounts for lodging and meals.
- **Registration Fees.** Payment of registration fees for conference attendance shall be reimbursed. Registration fees less than \$400 do not require prior approval. Registration fees over \$400 require the approval of the divisional dean, and fees over \$600 require the approval of the Senior Director of Finance. If the registration fee includes meals, fees less than \$500 do not require prior approval. Registration fees over \$500 in this case require the approval of the divisional dean, and fees over \$700 require the approval of the Senior Director of Finance.

- **Ground Transportation.**

- Airport Shuttles. The airport shuttle service should be the preferred method of transportation to a hotel or meeting site.
- Taxi/Shared-Ride Services (Uber/Lyft). The use of taxis and shared ride services should be limited, with preference given to public transportation. If public transportation or a shuttle service is not available, or if taxi or shared-ride services provide a more cost-effective mode of transportation, they may be used.
- Rental Cars. The use of a rental car for ground transportation requires a priori approval by the divisional dean and the Senior Director of Finance. When approved, employees must comply with all University policies governing the use of rental cars in Section 4.1 of the University Travel Policy.

- **Parking.**

- Airport parking will be reimbursed at a rate not to exceed that of [LAX economy parking](#) daily.

- **Travel Related Expenses.**

- Parking and Toll Charges

- o Necessary parking and toll charges incurred on University business are reimbursable.

- Tips and Gratuities

- o Tips and gratuities should be reasonable. Tips and gratuities on meals, hotel (e.g., housekeeping), and taxi expenses should not exceed 20% of the total charge. Bellhop/porter tips should not exceed \$2 for each bag.

b. Any full-time faculty member serving as an officer (president, vice president, secretary, or treasurer) of a national scholarly association or as president of a regional scholarly association will receive the same travel benefit as stipulated above.

c. Full-time faculty members may also request funding for the following purposes. In these cases, financial support is dependent on available funding and *may* be limited to 75% of the funding levels noted in 4.5.2.a.

- i. attending conferences specifically designed to improve teaching skills;
- ii. attending conferences designed to bring the instructor up to date in areas which he or she directly teaches;
- iii. wishing to use libraries, consult with resource persons, visit museums, or attend conferences specifically related to a research project which the instructor has in progress.

### **3. PROCEDURE**

Requests for these funds should be made at least 30 days prior to the meeting and in accordance with procedures detailed by the divisional dean. Funding requests must be accompanied by a description of the program (preferably the official brochure) and a statement specifically showing its value to the faculty member. Should available funds not cover all requests, preference will be given to the faculty member eligible under paragraphs 4.5.2.a and 4.5.2.b above.

### **4. ADMINISTRATIVELY ASSIGNED TRAVEL**

If a faculty member is requested in writing by the dean or another senior administrator of Pepperdine University or Seaver College to attend any meeting as an official representative of the University, he or she will receive remuneration for all reasonable expenses incurred, according to the usual guidelines covering administrative travel. These expenses should be itemized, and all receipts submitted for reimbursement.

### **5. EXCEPTIONS**

Any exception to these guidelines must be authorized by the dean.

## **4.6. PUBLICIZING OF FACULTY PUBLICATIONS**

*(Included since 1988; updated 2023)*

Seaver College encourages its faculty members to prepare and publish scholarly contributions to the professional literature in the fields consistent with and related to their individual interests and expertise. Such scholarly publications are recognized and publicized in various University publications. If a faculty member would like to publicize a work of research, please inquire with the Seaver Writer by submitting a [Seaver Story Submissions Google Form](#).

## **4.7. RESEARCH AND SCHOLARLY ACTIVITIES**

*(Included since 1988; modified 1998; updated 2006, 2025)*

### **4.7.1. GENERAL**

Seaver College encourages research and scholarly activities of the highest possible quality across the academic disciplines. Faculty members are evaluated in part (25%) by the Rank, Tenure, and Promotion Committee on their ability to demonstrate creative and productive work through published research and other scholarly activities (refer to the Rank, Tenure, and Promotion Handbook).

### **4.7.2. FACULTY RESEARCH POLICIES**

*(Approved by the University Academic Council, March 19, 2004; effective August 12, 2004)*

Faculty members shall perform all research or research related activities in accordance with federal and state law, University and School policies, and ethics codes that apply to the researcher or to the person's research. The University has adopted policies that specifically govern faculty research, including, for example, research involving human or animal subjects, and research funded by certain governmental agencies. Pepperdine faculty members and researchers are subject to the research policies, are responsible for knowing the provisions of the policies, and are responsible for ensuring that they comply with the policies and that others working with or for them, including students, comply with the policies.

The complete text of the policies is available on the Pepperdine University website.

#### **4.7.2.1. PROTECTION OF HUMAN PARTICIPANTS IN RESEARCH**

##### **4.7.2.1.1. INSTITUTIONAL REVIEW BOARD (IRB)**

*(Modified 2012, 2019, 2025)*

- a. It is the policy of Pepperdine University that all research involving human participants must be conducted in accordance with accepted ethical, federal, and professional standards for research and that all such research must be approved by one of the University's Institutional Review Boards (IRBs). These boards are charged with monitoring the ethical propriety of all research involving human participants/subjects conducted under the auspices of

Pepperdine University. It is the policy of Pepperdine University that its IRBs have the authority to approve, require modifications in, or disapprove any research involving human participants/subjects conducted under Pepperdine's auspices.

b. In the review and conduct of human subjects research, Pepperdine University is guided by the ethical principles set forth in the Belmont Report (i.e., respect for persons, beneficence, and justice). In addition, all human subjects research conducted by or under the auspices of Pepperdine University will be performed in accordance with the U.S. Code of Federal Regulations, Department of Health and Human Services (DHHS) (CFR), Title 45 Part 46 (45 CFR 46), entitled *Protection of Human Subjects*, and Parts 160 and 164, entitled *Standards for Privacy of Individually Identifiable Health Information* and the California Protection of Human Subjects in Medical Experimentation Act (Code Sections 24170 24179.5). Research conducted pre-2018 will be reviewed under 45 CFR 46, and any research implemented after January 21, 2019, will be reviewed under the new Revised Common Rule (NRCR). The delay of the NRCR transitioned the updates being called the "2018 Final Rule", which was published by DHHS on January 19, 2017, with no revisions since 1991, providing several revisions that offer clarification and reduce administrative burden. Where applicable, FDA regulations on human subjects research will be followed (CFR Title 21 Parts 50, 56, *Protection of Human Subjects and Institutional Review Boards*). The actions of Pepperdine University will also conform to all other applicable federal, state, and local laws and regulations, including tribal law passed by the official governing body of an American Indian or Alaska Native tribe.

c. The primary goal of the Pepperdine University IRBs is to protect the welfare and dignity of human participants. A secondary goal of the Pepperdine IRBs is to assist investigators in conducting ethical research that is in compliance with federal, state, and university regulations. Additionally, by addressing the human subjects concerns in an applicant's proposed research, the IRBs may protect investigators from engaging in potentially unethical research practices. Thus, when a faculty member, student, and/or employee of Pepperdine University wishes to conduct research involving human participants, their research proposal must be reviewed by one of the IRBs.

d. Investigators seeking to conduct research with human participants should follow the steps outlined for the investigator as found on the [IRB website's](#)

[announcement page](#). The Protection of Human Participants in Research: Policies and Procedures for investigators are outlined as policies, regulations, and procedures governing research with human participants/subjects, and the requirements for submitting research proposals for review by the Pepperdine University Institutional Review Boards (IRBs). The investigator steps describe the application and review process, as well as applicable regulatory requirements. It is important for investigators to thoroughly familiarize themselves with the contents of the material provided for the investigator, and complete the required educational components (CITI Training certificate(s)) prior to submitting proposals to the appropriate IRB. Copies of all policy documents, application forms, and other human subjects' protection materials may be obtained from the [IRB website](#). Additionally, contact information for the chairpersons of the Graduate and Professional Schools (GPS) and Seaver College/College of Health Science (CHS) IRB may be obtained from the [IRB website](#). Investigators are encouraged to contact their IRB chairperson with any questions.

e. Before initiating any research project that seeks to obtain data from human participants (including the use of archival data), investigators must obtain written approval from the appropriate Pepperdine IRB.

For more information on Pepperdine's program for human subjects in research, please visit the [Pepperdine IRB](#) website.

#### **4.7.2.1.2. UNIVERSITY PRIVACY PRACTICES**

*(Effective April 14, 2003; included 2012; updated 2023)*

The formal notice of Pepperdine University's privacy practices as described in the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder, commonly known as [HIPAA](#) are found on the Office of the Provost's website.

#### **4.7.2.1.3. HIPAA POLICIES AND PROCEDURES**

*(Included 2012; updated 2017, 2023, 2025)*

##### **A. General Policy**

Pepperdine University is committed to protecting the privacy of individual health information in compliance with the Health Insurance Portability and

Accountability Act of 1996 (HIPAA) and the regulations promulgated there under. These policies and procedures apply to protected health information created, acquired, or maintained by the designated covered components of the University after April 14, 2003. The statements in this Manual represent the University's general operating policies and procedures. For further details regarding these policies and procedures refer to 45 C.F.R. Parts 160 and 164.

## B. Scope

Pepperdine University is a hybrid entity as defined in 45 C.F.R. §164.103 and includes both covered and non-covered components. These policies and procedures apply only to the University's designated covered components, which include:

- Student Health Center;
- Athletic Training Center;
- Student Counseling Center;
- Pepperdine Psychology and Education Clinic;
- Pepperdine Community Counseling Centers;
- Pepperdine Resource, Youth, Diversion, and Education (PRYDE); ▪ Pepperdine Union Rescue Clinic;
- Office of Student Accessibility; and
- Human Resources.

Certain administrative and/or support offices may also be designated as covered components.

The designated covered components may not share protected health information with the non-covered components of the University, unless specifically permitted by the privacy regulations. It is the responsibility of each designated covered component to assure that their employees, students, volunteers, etc. comply with these policies and procedures. A designated covered component may develop and incorporate additional policies and procedures if doing so is necessary and appropriate to comply with more stringent state laws. However, a designated covered component may not

delete sections of these policies and procedures without first consulting the Privacy Official or the Security Official.

Pepperdine University's [HIPAA Policies, Procedures, and Forms Manual](#) is found on the Office of the Provost's website.

#### **4.7.2.2. ANIMAL SUBJECT RESEARCH**

*(Modified 2014, 2017; updated 2021)*

Pepperdine University's animal subject research procedures and resource(s) are available on the [IACUC website](#).

#### **4.7.2.3. ALLEGATIONS REGARDING RESEARCH MISCONDUCT**

*(Approved by UAC on March 28, 2003; modified 2012)*

[Guidelines for responding to allegations of scientific misconduct](#) for research supported by or seeking support from the US Public Health Service are posted on the Office of the Provost's website.

#### **4.7.2.4. PATENTS AND COPYRIGHTS**

*(Included 2012)*

Copyrightable materials which are developed by University personnel within the course of employment or which are developed with the use of University funds or facilities shall be the property of the University.

Every invention or discovery or part thereof that results from research or other activities carried out at the University or that is developed with the aid of the University's facilities, staff, or through funds administered by the University, shall be the property of the University. As a condition of employment or enrollment and attendance, every invention or discovery shall be assigned to the University.

Pepperdine University's [policy on copyrightable materials, patents, and inventions](#) is found on the Office of the Provost's website.

#### **4.7.3. INTERNAL RESOURCES**

As resources permit, the University provides space, funds, and facilities for faculty research programs. Faculty members are encouraged to seek internal support for

research through the sabbatical leave process and by applying for [internal funding](#) from the Seaver Research Council. Furthermore, faculty members are encouraged to make use of the time during the summer months (late April through mid-August) to conduct scholarly work and to engage in programs of faculty development administered by the Seaver Dean's Office and the Office of the Vice Provost.

#### **4.7.4. EXTERNAL FUNDING FOR RESEARCH**

*(Updated 2023)*

Faculty members are encouraged especially to seek support for research activities from funding sources external to the University. Such grants, particularly those from federal and state agencies, often contain requirements for University participation in the form of matching funds, reassignment of faculty time, etc. In applying for grants, faculty members should, in consultation with their divisional dean and the associate provost for research, grants, and foundation relations, take into account the time commitments required by the proposed project, and the effect that approval and funding of the project will have on the University budget. Regardless of the source of funding, University policy requires the reporting and reconciliation of all expenditures.

##### **4.7.4.1. RESEARCH, GRANTS, AND FOUNDATION RELATIONS**

*(Since 2010; modified 2012, 2023)*

The [Office of Research, Grants, and Foundation Relations \(RGFR\)](#) is Pepperdine University's central office for extramural funding relations, grant development and submission, post-award administration, and research compliance at the University. RGFR works closely with university leadership, faculty, staff, and students on efforts related to:

- Extramural Grants (includes public and private funders, foundation and corporate partnerships, and federal agencies)
- [Internal Research Grants](#)
- [Institutional Animal Care and Use Committee \(IACUC\)](#)
- [Institutional Review Board \(IRB\)](#)

The mission of RGFR is to promote academic excellence through the facilitation of philanthropy and external support. Funding partnerships include but are not limited

to:

- Programmatic initiatives
- Student support through scholarships and graduate fellowships
- Faculty research
- Infrastructure enhancements to educational and research facilities

Through RGFR's comprehensive development, fiscal, and administrative services and oversight of the University's pursuit, acquisition, and administration of extramural grants from public and private agencies, our team is committed to growing the educational and research enterprise to realize the strategic goals and objectives of [Pepperdine 2030: Ascend Together](#).

RGFR is located in TAC 336 and can be reached at extension 4819 or through its [website](#).

## **4.8. SABBATICAL LEAVE**

*(Included since 1978; modified 1988, 2002, 2012; updated 2017, 2021)*

### **1. PURPOSE**

The purpose of the sabbatical leave (hereafter called sabbatical) is to provide time for the participating faculty members to remain fresh and knowledgeable about developments in their discipline. That time is typically used to hone research, creative activity, and/or teaching skills that ultimately benefit our students. These activities normally involve the pursuit of specific projects that help participants become stronger in the classroom, more accomplished in their fields, or leaders of some aspect of inquiry in the discipline. The range of projects deserving of a Sabbatical is limited only by the creative minds of the individual faculty members who apply.

The University's investment in the sabbatical helps recipients become a more productive contributor to their disciplines. More importantly, the sabbatical strengthens the teaching and research missions of the University by providing renewed energy in the classroom as well as research findings that may be used by academics and practitioners throughout the world, or creative activities that may lead to performance or exhibition. Few investments that the University could make would provide a greater return.

### **2. ELIGIBILITY REQUIREMENTS**

Full-time, tenured or tenure-track faculty members are eligible for sabbatical after completing seven full years of continuous service to the University. Faculty members' first year of employment or most recent sabbatical must have occurred at least seven years previous to the year of their proposed sabbatical leave. For example, faculty members proposing sabbatical in the 2014-2015 academic year must have started employment or taken their most recent sabbatical during or before the 2007-2008 academic year. Applications are due on June 1, fourteen months before the start of the academic year during which the sabbatical is sought. In the previous example, applications would be due on June 1, 2013.

The following is considered when determining years of continuous service:

- The seven years of continuous service must be years spent as a tenured or tenure-track faculty member.
- Time spent on a previous sabbatical is counted toward a faculty member's years of continuous service.
- Non-sabbatical leaves of absence are not counted toward a faculty member's years of continuous service. They freeze—but do not reset—the count toward seven years of continuous service. Family and medical leaves under the Family and Medical Leave Act (FMLA) are exceptions; they do count toward years of continuous service.
- Release or reassigned time does not affect sabbatical eligibility or the continuous service period.

### **3. USE OF TIME**

The sabbatical period is intended as a period of doing scholarly work, research, or creative activity that cannot be attempted during the press of normal duties at the University. The Sabbatical is not intended to provide additional time to augment one's income or to teach at another institution, except in unusual cases specifically approved in advance. If any employment is contemplated, while the primary purpose of the Sabbatical is pursued, such work shall be included in the proposal.

### **4. THE ROLE OF THE FACULTY DEVELOPMENT COMMITTEE**

The Faculty Development Committee (hereafter called the Committee) has the dual role of (a) serving as an advocate for faculty members who are eligible for a sabbatical and (b) determining selection criteria, evaluating requests by the faculty, and making

recommendations to the Seaver academic administration for sabbatical leaves and reassigned time. Because the granting of the Sabbatical is an investment in the academic health of the University, the assumption is that the sabbatical will be granted to those who are eligible and make a worthy application.

## **5. PROCEDURAL RESPONSIBILITIES FOR THE APPLICANT**

a. Proposals submitted to the Committee in June will follow a standard form. Because the Committee encourages the submission of proposals that are clear and well thought out, the proposals will consist of (a) a cover page of data, (b) a 2-5 page explanation of the proposal, and (c) attachments, including letters of support, for no more than ten total pages of the application. Recommendations for sabbatical leave will be made by the Faculty Development Committee to the dean of Seaver College at the latest by September 1.

b. Once the Sabbatical is granted, the recipient has the responsibility to follow through with the thrust of the basic plan outlined in the Proposal. Major deviations from the plan during the sabbatical must be communicated in a one-page document to the Committee for approval. During the first semester back to regular duties, recipients will be expected to present the results of their work at a meeting open to the entire faculty.

c. The individual granted the sabbatical will return to the University and serve for at least one year. Individuals who do not do this will be expected to repay all of the costs associated with the sabbatical grant, including the salary granted during the sabbatical.

## **6. PROCEDURAL RESPONSIBILITIES FOR THE DIVISIONAL DEAN**

a. It is the responsibility of the divisional dean to make arrangements for the classroom absence of sabbatical recipients. In no case should an applicant with a worthy proposal not be granted a sabbatical because the Division fails to reapportion the teaching load effectively.

b. The divisional dean is the member of administration closest to the recipient in terms of discipline knowledge and day-to-day contact. As such, s/he has the responsibility of ensuring that the sabbatical is undertaken in a way that is productive for both the University and the recipient. This can be done by conferring with the prospective applicant before the proposal is drafted, writing a letter of support for the applicant for the sabbatical (using the template provided by this Committee), and

loosely monitoring the progress of the sabbatical during the period of the leave.

## **7. SABBATICAL WEBSITE**

a. The Seaver Dean's Office maintains a [website](#) to communicate information regarding the sabbatical application process.