

Faculty Handbook (revision approved by the Faculty Handbook Council on June 17, 2009)

III. Faculty Policies and Procedures

C. Faculty Rights and Responsibilities

5. Research

~~Members of the Faculty have a right and a responsibility to pursue scholarly activities designed to advance knowledge in their field. In some fields, creative or professional contributions are appropriate.~~

Research advances knowledge and understanding, and takes different forms in different fields. It includes scholarly inquiry and artistic expression that is published or otherwise disseminated.

a. Compliance with Applicable Regulations.

Faculty members have a responsibility to comply with all regulations governing research imposed by law or University policy, including but not limited to the Conflict of Interest Policy and the policies and procedures of the Institutional Review Board, the Radiation Safety Committee, and the Animal Care and Use Committee.

b. Sabbatical Leave

Sabbatical leave is granted by the University in order to allow faculty the periodic opportunity to concentrate on research. With an approved application, eligible faculty may take a sabbatical leave after every six years or twelve semesters of counted service. See section III.C.11.b.

...

11. Sabbatical Leave

~~In the interest of self-improvement, professional advancement, and productive scholarship, full-time faculty members of the rank of Assistant Professor and above are eligible for a sabbatical leave after six years or twelve semesters of service, from the date of initial appointment or following completion of the previous sabbatical leave. Leaves of absence neither count as semesters toward sabbatical eligibility nor require the clock for eligibility to restart. Exceptions to this service requirement (e.g., postponement for departmental exigencies) must be agreed upon in writing by the concerned parties. Delaying one sabbatical need not delay eligibility for future sabbaticals for faculty on the Main Campus, though, in order to bank the time, the faculty member must first apply for the sabbatical and get it approved.~~

~~Applications must be made in writing through the Chair of the Department and appropriate Dean to the Provost or the appropriate Executive Vice President, not later than December 1 of the academic year preceding the year of absence. Only tenured~~

faculty members on the Main Campus are eligible. An application from those faculty for sabbatical leave will be reviewed by the applicant's departmental Chair, program director, and the relevant Dean (including the Graduate Dean when appropriate). Their recommendations will be forwarded to the Provost or appropriate Executive Vice President, who will convene the Council of Deans with the expectation that all but the most unusual recommendations will be accepted without discussion.

— In general, sabbatical leaves will be granted when the University will not suffer undue academic inconvenience by such absence and when the applicant uses leave for research or for formal study and not to teach in another college or university.

— Normally the terms of sabbatical leave will be either one academic year at half basic pay or one semester at full salary. At the end of the leave period the faculty member is to report in writing to the Provost or appropriate Executive Vice President on the progress of research or formal study during that time. This report is to be submitted upon completion (customarily within thirty days) of the sabbatical.

— It is evident that the number of leaves granted in any academic year must be limited. All full-time faculty members of the Medical Center who are on a twelve-month salary basis are eligible to apply for sabbatical leave for twelve weeks with full salary. These faculty members are eligible to apply for sabbatical leave every four years. The above described procedure should be followed accordingly.

— Since the award of a sabbatical is an investment which is meant to profit the institution as well as the individual, faculty are committed by the acceptance of this award to return to Georgetown after a sabbatical to teach for at least one year.

12. — Leave Requests and Limits:

11. Leaves

a. Leave Requests and Limits.

Requests for leave must be made in writing by the faculty member through the department chair or unit director and the appropriate dean to the EVP or Provost, whose final decision will be addressed to the faculty member in writing. The decision will take into account the proposed activity during the period of the requested leave and the impact of the faculty member's absence.

Leave approval will include a specified term of no more than four semesters (two academic or calendar years). Only in exceptional circumstances will an extended leave be approved for a consecutive period of more than four semesters up to maximum of four years. Such requests will be considered by the Provost or EVP.

Any request for consecutive leave and leave extension for a combined period of more than four years will be granted only if the proposed leave is recommended by the Provost

or EVP and approved by the President. Such approval will be granted only in the most exceptional cases.

A faculty member who does not return from approved leave following the specified term will be terminated from his or her position and, as applicable, relinquish tenure.

b. Sabbatical Leaves.

Full-time faculty are eligible for a sabbatical leave after accruing six years or twelve semesters of counted service. At the Main Campus and Law Center, faculty must additionally have achieved tenure. Rules regarding counted semesters of service are determined by campus policy.

An application setting forth a research proposal must be in writing and should be submitted by December 1 of the academic year preceding the year of absence. The application will be reviewed by the applicant's department chair and deans, as appropriate. Their recommendations will be forwarded to the Provost or Executive Vice President for decision.

In general, sabbatical leaves will be granted when the Executive Vice President or Provost, upon the recommendation of the chair and deans, judges that the research proposal is meritorious and that the University will not suffer undue academic inconvenience by such absence. Since the purpose of a sabbatical leave is concentrated research, any teaching or other paid professional activity during the period of the sabbatical leave must be approved by the Provost or Executive Vice President in advance of the activity. Approval will be based on whether the activity complements the approved sabbatical project.

At the Main Campus and Law Center, the terms of sabbatical leave will be either one academic year at half base salary or one semester at full base salary. At the Medical Center, the terms are six months at full base salary or twelve months at half base salary. At the end of the leave period the faculty member is to report in writing on the progress of research or formal study during that time. This report is to be submitted to the Provost or appropriate Executive Vice President upon completion of the sabbatical.

Sabbatical leave is intended to benefit the University and the individual. By the acceptance of a sabbatical leave, faculty commit to resume their regular academic duties at Georgetown for at least one year. Faculty members who fail to honor this commitment will be required to return any salary received from Georgetown funds during their sabbatical.