

Sabbatical Policy for Bard Faculty

The Bard sabbatical program is designed to provide the individual faculty member with an opportunity to pursue personal academic goals. It is the commitment of the College that the recognition of each faculty member's prerogative to utilize their sabbatical in the free pursuit of self-determined goals will benefit the Bard academic community. We endorse the principle that the pursuit of individual aims, particularly as they stress the academic and not the financial, is thoroughly consistent with the institutional purposes of the College. However, to promote better understanding of the Bard sabbatical program, each sabbatical candidate is required to file with the dean a statement concerning their anticipated program of activities for the sabbatical term. In order that the administration might be informed of the professional activities of the faculty, a written report covering the sabbatical semester must be filed with the dean once the faculty member returns to take up his or her instructional responsibilities.

The following are conditions and guidelines regarding the sabbatical process.

- a. Tenured or tenure-track faculty members (3/4th time or above) will earn a one-semester sabbatical after three years (six semesters) of teaching or a full year sabbatical after six years (twelve semesters) of teaching. Faculty members who plan to wait and take the full year paid sabbatical must communicate their intentions a full two semesters prior to the commencement of their originally scheduled one semester sabbatical. For example, a one-semester sabbatical is coming up for a faculty member in Fall 2026 but they are going to forgo this sabbatical and take a full year paid sabbatical later. They must inform their Program at the beginning of Fall 2025 (within the first week) of their decision.
- b. Faculty members electing a one-semester sabbatical leave will carry a course workload during the semester they are teaching equal to one-half of their normal yearly course workload, rounded upward to the nearest whole number of courses. This equates to an alternating 3-2 load for those on a 5-course load. Under the current 3-2 teaching load for full time faculty, a faculty member is entitled to release from five courses over any two consecutive sabbaticals. For a faculty member's first sabbatical, the decision as to whether it will be counted as a three-course semester or a two-course semester will be made in consultation with the faculty member's Program Director and the Dean of the College (a faculty member wishing to deviate from his or her regularly scheduled alternations of two- or three-course semesters must receive approval from his or her division and the Dean of the College in order to do so).
- c. Release time granted by the administration will count towards the normal teaching load for the purpose of sabbaticals. No regular full-time faculty may take more than one course release a year.
- d. The qualifying period for a one-semester sabbatical at full salary is three years (six semesters) of teaching and the semester worked in the fourth year counts toward the next sabbatical's qualifying

period. Qualifying years served after the first sabbatical will be compensated if a faculty member retires or leaves Bard by the College's decision. It is understood that accrued years after a first regular sabbatical are not compensated if a professor leaves of their own volition, e.g., to take another position. Compensation for accrued years of eligibility after returning from a regular sabbatical shall be calculated by taking the sum of one-sixth of each year's annual salary since one's last sabbatical. Let's take the example of Prof. X earning a salary of \$90,000. A one semester sabbatical is equivalent to \$45,000 of salary for Prof. X. After having taught for three more semesters after their last sabbatical, Prof. X leaves Bard due to the College's decision or retirement. This means that they have taught for three additional semesters out of six semesters required towards their next sabbatical. This equals to accrued salary for half of a single semester sabbatical. In this instance, the College will pay \$22,500 (one-half of \$45,000) to Prof. X as accrued time for their sabbatical.

e. Sabbatical leave will not be granted for more than two consecutive semesters.

f. As a matter of routine practice, sabbaticals are not replaced by the College. Replacements for sabbaticals may only be considered in Programs with extenuating circumstances as judged and approved by the President.

g. A faculty member may, with sufficient notice, defer their sabbatical by one semester. Permissions to defer sabbaticals can be given only by the president. The faculty member will not be placed at a disadvantage as to the timing of their next sabbatical as a consequence of the deferment.

h. Leaves without pay (with the exception of sick leaves, parental leaves, and New York Paid Family Leaves) will not be counted toward accumulating the necessary qualifying semesters for the next sabbatical. (Sick leave is understood to mean leave that requires medical coverage as defined by our current health plans). Normally, two absences from the College on sabbatical leave or leave without pay must be separated by at least three years of teaching at the faculty member's regular load. Likewise, two full-year absences from the College on sabbatical leave or leave without pay must be separated by three years of teaching.

i. Leaves of absence without pay will not be granted for more than two consecutive years unless with explicit approval by the President.

j. If in a given semester, in a given program, the number of persons eligible for sabbatical leave is too great for the successful maintenance of that program's curriculum, the program must establish an order of priority to determine who may be absent in that semester (and who must be present). In general:

(1) Pre-tenure sabbaticals are accorded top priority even when it is combined with an unpaid one-semester leave

(2) Faculty who have waited six years (twelve semesters) take next priority

(3) Any faculty member who has delayed on behalf of the program receives next priority and will not be expected to delay in future

(4) Proximity to retirement influences next priority

The order of priority established by a department must be in accord with the principle of separation of absences as articulated in (h and i) above. Three-year plans must be maintained and updated each semester in coordination with the Office of the Dean of the College to support this planning process. Faculty who plan to take the full year sabbatical (six-year interval) should communicate this as early as possible. Requests for leave of absence without pay should always be considered by the program in the total context of their overall needs.

k. Pre-tenure sabbatical program: Faculty hired in Category A or B (see Ref. I.C.5) will be granted a pre-tenure faculty sabbatical upon rehiring for a second contract. Sabbatical can be taken in either the Fall or Spring after completing six semesters (or three years) of teaching. For faculty who do not seek a pre-tenure sabbatical, the sabbatical timing is as follows:

(1) Faculty hired in Category A who choose not to take a junior sabbatical are granted a full year, paid sabbatical in their 13th and 14th semester.

(2) Faculty hired in Category B who receive tenure in their 10th semester are granted a full year, paid sabbatical in their 13th and 14th semester. Faculty denied tenure in Category B will receive a terminal one semester sabbatical in the last semester (12th) under contract.

(3) Faculty hired in Category C are subject to a tenure decision in their sixth semester. If granted tenure, the first sabbatical will occur in the 7th semester. Faculty denied tenure in Category C will receive a terminal one semester sabbatical in the 7th or 8th last semester (8th) under contract.

l. Paid leave of absence for Regular, Non-Tenure Track Faculty Members: Regular, non-tenure-track faculty members (half-time or above with at least one successful CEC review, cf. Faculty Handbook, pp 35-37) are eligible to apply for a one-time single semester, paid leave of absence. No more than one such paid leave of absence in a program should be scheduled per semester. Seniority, as measured by the number of years teaching at Bard, will determine the order in which one-time single semester, paid leaves of absence are granted.

m. Members of the faculty may not accept paid employment for more than the teaching of one course or the equivalent during any semester on sabbatical leave, and then only with the prior approval of the dean of the college.

n. It is presumed that members of the faculty on sabbatical leave or paid leave of absence will return

to the College after their absence.

o. Changes, if any, hereafter in the sabbatical plan are to be reached only by negotiation between administration and the faculty, and then submitted to the Board of Trustees for ratification.

*Faculty Senate approved 2/6/2024
Faculty Executive Committee approved 2/12/2024*

Language from the new contract, 2023-2027

XIV. SABBATICAL

Each full and three-quarter-time faculty is entitled to regular sabbatical leave (paid,]- semester) after 6 semesters, as provided in the Handbook (J.E). Alternatively, faculty may take a paid, I-year leave after 12 semesters of teaching. All other forms of leave, paid and unpaid, are covered under Section I.F of the Faculty Handbook.

Effective in 2002-2003, faculty hired in Category A are eligible to apply for and be granted a junior faculty sabbatical upon granting of the second three-year contract. The sabbatical can be taken in either the fall or spring semester of the fourth year of employment at the College. Second and subsequent regular sabbatical leaves will occur, should tenure be granted, after six semesters have been completed following the previous sabbatical.

Under the current three-two teaching load for full-time faculty, a faculty member is entitled to release from five courses over any two consecutive sabbaticals. For a faculty member's first sabbatical, the decision as to whether it will be counted as a three-course semester or a two course semester will be made in consultation with the faculty member's Program Director and the Dean of the College (a faculty member wishing to deviate from his or her regularly scheduled alternations of two- or three-course semesters must receive approval from his or her division and the Dean of the College in order to do so).

Regular, non-tenure-track faculty members (half-time or above with at least one successful CEC review, cf. Faculty Handbook, pp 35-37) are eligible to apply for a one-time single semester, paid leave of absence.

Schedule of Sabbaticals for Tenure-Line Faculty:

Based on existing schedule, if the sabbatical is scheduled in: Sabbatical occurs in* Year 1 (Fall '23 or Spring '24) No change

Year 2 (Fall '24 or Spring '25) No change

Year 3 (Fall '25 or Spring '26) 1-semester earlier

Year 4 (Fall '26 or Spring '27) 2-semesters earlier

Year 5 (Fall '27 or Spring '28) 3-semesters earlier

Year 6 (Fall 2028) 4-semesters earlier

** After the next sabbatical, everyone resets to the new system*