

## **Military Leave**

Up to 15 work days of leave with pay will be granted to regular employees who are members of a reserve component of the Armed Forces or the National Guard for training or other such duties ordered by the Governor or the Department of Defense. This leave cannot be used for any other purpose. The employee must make a one-time declaration to the employer of the year (calendar or military fiscal) under which he or she is scheduled. In the event an employee is called upon to serve during a declared emergency, the employee shall be entitled to additional emergency military leave for a period not to exceed 30 additional days.

## **Reassigned Time**

The purpose of reassigned time at Francis Marion University is to provide the full-time, temporary, or visiting faculty member (non-tenure-track) with a reduction in teaching load (three contact hours per week for one semester) so that the faculty member may have time to devote to scholarly effort and individual professional development. Typical activities might include researching and writing conference papers, journal articles, or books, or producing artistic works. Reassigned time will not be granted for course preparation or administrative purposes. Faculty may be denied reassigned time if their awards have become too frequent in recent history.

The application for reassigned time should include a description of the task to be accomplished, any related work already done, and the future direction of the project. The application is not complete without a letter from the faculty member's immediate supervisor that contains a statement of support and an indication of how the department will cover the loss in teaching time. The Professional Development Committee or a subcommittee thereof will review each application in light of the stated purpose and chances of success and then make recommendations to the Provost, who will make the final decision.

The application for reassigned time should be sent to the chair of the Professional Development Committee (or the appropriate subcommittee thereof). The cut-off date for receipt of applications will be the end of the first full week of classes for reassigned time in the following semester. The chair will send reports to the Provost's office within ten working days following the deadline for submission.

Faculty members receiving reassigned time must send the Provost and the committee chair a final written report within three months following the reassigned time. This report should describe the progress made on the project.

## **Sabbatical Leave**

### A. Purpose

The purpose of sabbatical leave at Francis Marion University is to provide the faculty member an extended opportunity for enrichment in scholarly activity or teaching effectiveness. In granting sabbatical leave, the University affirms the faculty member's previous accomplishments and approves the faculty member's sabbatical plan for continued growth. In accepting sabbatical leave, the faculty member affirms a commitment to participate fully in the sabbatical project(s) contained in the proposal. The faculty member affirms his or her intention to

return to Francis Marion University for at least one year following the end of the sabbatical leave.

## B. Eligibility

The opportunity to apply for sabbatical leave is open to those who hold faculty rank at Francis Marion University and who (1) hold the minimum rank of associate professor, (2) are tenured, (3) have not taken sabbatical leave in the past six academic years, and 4) have been employed full-time for the previous six continuous years at Francis Marion University. Application may be made in the seventh year of full-time continuous employment at Francis Marion University.

## C. Benefits

Sabbatical leave may be taken for one semester (full pay) or for the academic year (half pay). During the period of leave, it is understood that no changes will take place in the faculty member's benefits. For example, the University will continue to make the normal payroll deductions and employer contributions, leave time will count toward retirement, the faculty member may apply to the Professional Development Committee for grants, and the faculty member's eligibility for a salary increase the following year will not be adversely affected. In the event a faculty member is scheduled for sabbatical leave the spring during which the faculty member is bringing forward his or her name for promotion consideration, the faculty member must prepare the appropriate materials and submit them to his or her immediate supervisor prior to taking sabbatical leave or by other prior arrangement acceptable to both parties. In no other way will the possibility of promotion or the procedure for application for promotion differ as a result of sabbatical leave.

Faculty members are encouraged to secure funding, when appropriate, to support their proposed sabbatical project(s). Any employment or compensation must be for the purpose of covering extra living and travel expenses incurred during the sabbatical period, may not be for the purpose of financial gain, and must not interfere with the pursuit of the sabbatical project(s). A faculty member's total compensation during leave is not to exceed the faculty member's normal salary at the University plus all extra expenses related to the sabbatical. If this compensation level is exceeded, the University will normally adjust the faculty member's sabbatical leave salary.

## D. Application Process

The number of sabbatical leaves granted at any one time is limited and depends on the extent to which the applications meet the purpose of the sabbatical leave program, the quality of the proposals, and the amount of funds available for replacing those faculty members on leave.

The quality of the proposal and the likelihood of its successful completion will be the primary reasons for the awarding of sabbatical leave. In cases of applications of equal quality, seniority and the length of time since the applicant's previous sabbatical leave (assuming one has been awarded), may be taken into account, but the quality of the proposal and the likelihood of successful completion will be the primary criteria for the awarding of sabbatical leave.

Applications must be presented to the chair of the Professional Development Committee (or the appropriate subcommittee thereof) by the second Monday of November in the school year prior to the proposed sabbatical leave year. No late applications will be accepted unless prior arrangements are made.

Each proposal must contain the following:

1. a cover letter indicating how long the applicant has been employed at Francis Marion University and if he/she has been awarded a sabbatical leave in the past (any applicant awarded a sabbatical at FMU in the past must attach his/her final report(s) from previous sabbatical leave(s));
2. a short abstract (200 words or less) describing the project;
3. a longer narrative explaining the following in detail (written for an audience of non-specialists):
  - a. purpose of the project
  - b. objectives
  - c. rationale/justification
  - d. methods
  - e. significance for the applicant's scholarly activities and/or teaching effectiveness
  - f. significance for the applicant's discipline, department, and/or Francis Marion University;
4. a detailed timeline (including information about data collection, manuscript writing, draft submissions, research trips, and presentations, for example) indicating the specific period for which the sabbatical leave is being requested and a plan for project completion (the committee understands that some projects may continue beyond the sabbatical leave period);
5. the faculty member's *curriculum vitae*;
6. and an appendix containing any supportive material essential to understanding and appreciating the proposal, including the following:
  - a. any applicable financial information relating to the sabbatical project(s), including grant proposals for project funding, extra living expenses, and travel expenses, and details concerning any proposed services for which compensation is anticipated or being negotiated;
  - b. a letter of evaluation from a faculty member's immediate supervisor, including a statement of how the proposed sabbatical will be handled by the supervisor;
  - c. and correspondence from host institutions, including libraries, regarding such matters as contractual agreements, commitments, compensation, access to facilities, and fees or other expenses.
  - d. Optional: letters of support from colleagues knowledgeable in the discipline.

Please note that the **burden is on the applicant** to provide substantial explanation and details about the project and its significance. Applicants are encouraged to be as specific as possible and to write to an audience of non-specialists so that the project can be understood by faculty from other disciplines.

#### E. Review Process

All proposals for sabbatical leave will be reviewed by the chair of the Professional Development Committee (or the appropriate subcommittee thereof) and then presented to the committee or subcommittee in late November for consideration. Proposals will be forwarded to the office of the Provost by December 1 in recommended priority order. The committee or subcommittee will include in writing any additional observations it chooses to make.

The Provost will make the final decision regarding sabbatical leaves. Announcement of the final decision will be made by January 20.

#### F. Final Report

A final written report to the Provost should be submitted by the end of the first semester immediately following the faculty member's return to full-time employment at Francis Marion University. This report should relate results of the sabbatical leave to the expectations given in the original application.

### **Annual Leave (for Personnel Employed on a Twelve-Month Basis Only)**

Faculty members employed on less than a twelve-month basis do not earn annual leave.

Eligible permanent part-time employees accrue annual leave on a pro-rata basis.

Annual leave shall be accrued by and granted to permanent and probationary full-time and permanent and probationary part-time twelve-month employees (in slotted positions) who are scheduled to work at least one half of the work week on a twelve-month basis or who are scheduled to work the equivalent of one half of the work week on a twelve-month basis during the full school or academic year of nine months or more.

Such leave must be requested in advance; and if prior approval is not obtained, the leave may be charged as leave without pay. Each department is responsible for scheduling leave for employees so the office can operate on a normal basis. The minimum amount of annual leave permitted is 15 minutes and such leave must be taken in units of one quarter hour. Annual leave for full-time twelve-month employees with state service of less than ten years is earned at the rate of one and one-fourth days for each calendar month of employment. Employees with State service of more than ten years shall earn an additional one and one-fourth days per year for each year of continuous service over ten years, not to exceed 30 working days' accumulation per calendar year.

Any eligible employee in pay status half or more of the workdays of the month will be credited with the full month's earnings. An eligible employee who is not in pay status for half of the month will not be credited with any leave earnings for the month.