

Tulane University
Office of Academic Affairs & Provost
Guidelines for Sabbatical Requests

Office Responsible for this Document: Office of Academic Affairs & Provost

Original Issue Date: Fall 2016

Effective Date: n/a

Last Reviewed Date: September 29, 2020

Next Review Date: July 1, 2021

Who Needs to Know this Guidance: Faculty, Librarians, Administrative Staff, School Administrators

Website Address for this Guidance: <https://provost.tulane.edu/academic-affairs/policies/sabbaticals>

Policy

Sabbatical leaves are considered to be a privilege, not a right, and will be granted only when the University is assured that the leave will not have adverse effects on departmental teaching, administrative responsibilities, or research, including the supervision of dissertations ([Tulane University Faculty Handbook pg. 105](#)). Sabbatical leaves may be granted "for the primary purpose of enhancing the value of the recipient's further service to the University and his or her profession through the media of study, research or publication undertaken to improve pedagogical techniques, solve administrative problems, or broaden the scope of one's knowledge in his or her chosen field." In no case will a sabbatical be granted for the purpose of acquiring an advanced degree.

Process

Effective Fall 2016, sabbaticals and academic leave requests will be handled through Interfolio rather than through a paper process. Schools initiate their own internal review process for sabbaticals. To request a sabbatical or academic leave, please contact your Dean's Office to request a case in Interfolio (SLA is exempt from using Interfolio at this time).

Applications for sabbatical leave should be accompanied by:

- a detailed description of the work to be accomplished during the leave;
- the applicant's curriculum vitae; and
- a supporting statement from the applicant's chair, stating how teaching duties are to be covered during the leave.

Requests must be reviewed at the department and school level prior the current year's academic review deadline. Deadlines can be found on the current year's [Timetable for Academic Review Calendar](#). Once approved by a School's Dean, the sabbatical request should be entered into Interfolio ([1-Pager Guide for Sabbatical Requests](#)). Once requests are received by the Office of Academic Affairs and Provost, reviews will begin on November 1st. Faculty will be informed by email of the outcome of this final review on a rolling basis.

Eligibility

Eligible members include persons in the rank of assistant professor or above or librarians who have completed twelve semesters of full-time service in residence at Tulane prior to the leave. Sabbatical leave is granted only if there will be the opportunity for at least one full year of University service upon

return. Because a sabbatical leave is intended to provide the recipient uninterrupted time for research, extramural remuneration for employment during the period of leave is restricted. For a one-semester leave, income from regular employment (e.g., teaching or salaried post in government or private business) shall be deducted from the full-time salary of the leave recipients. For a two-semester leave, income from regular employment shall not exceed one-half of the regular full-time salary of the leave recipient. Sabbatical time does not accumulate if the period between such leaves should be more than six years; e.g., after ten years without a sabbatical, a faculty member remains eligible for no more than one year at half pay or ([Tulane University Faculty Handbook pg. 105](#)) one semester at full salary. On rare occasions when, at the specific request of the dean, a faculty member postpones sabbatical leave for the convenience of the department, an agreement with the dean may be made to bank time toward a future sabbatical. This mutual agreement in writing must be sought by the faculty member before the time is to be banked.