

Sabbatical Information for LBC Tenure-System Faculty Members
Mark Largent, LBC Interim Dean, 2017-10-13

1. The general rules under which LBC tenure-system faculty members become eligible for, apply for, take, and return from sabbaticals are those of Michigan State University, as described in the Faculty Handbook:
<https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/sabbatical.html>
2. LBC encourages eligible faculty members to take sabbaticals so that they can benefit from the sense of renewal and chance to explore new scholarly directions. Faculty members should inform the Dean of their intent to apply for sabbatical at least 15 months before the anticipated start date of the sabbatical so the college can prepare for instructional, service, and governance coverage and so that the faculty member can apply for supporting grants.
3. To gain university approval for the sabbatical, the college must submit a standard form to the university 6 months before the anticipated start of the sabbatical. The candidate fills out the first page (and may attach supporting material) and the dean fills out the second page:
https://www.hr.msu.edu/time-off-leave/documents/Sabbatical_LOAform.pdf
4. Key ways in which a sabbatical differs from a teaching release:
 - a. A faculty member on sabbatical is not expected to do any service or governance work for the unit or the university during the sabbatical period.
 - b. The faculty member on sabbatical should expect to relinquish use of their LBC office during the sabbatical period. The college will assign another person (e.g., the person being hired to take over their teaching duties) to the office for that period. The faculty member going on sabbatical will need to make sure the office is left in a condition that will allow the other individual to use it: clean, desk cleared out, some shelf and file cabinet space cleared out.
 - c. A faculty member who takes a sabbatical must return to work at MSU for the 12 months following the sabbatical. It is not possible to take an unpaid leave during the year following a sabbatical.
5. Funding models for sabbaticals of LBC faculty members:
 - a. The most common (and preferred) arrangement for sabbatical is a full-year sabbatical. This may be taken on an academic year or a calendar year schedule.
 - i. The university would pay half the faculty member's salary and the faculty member would retain benefits during the sabbatical year;
 - ii. the individual could find other sources of funding to pay the other half of their salary (e.g., internal and external grants, stipend from host institution); and

- iii. there is no restriction on the faculty member's ability to request a teaching release at replacement-instruction rate in the year following the sabbatical.
 - b. Alternatively, the faculty member might apply to take a half-year (one-semester) sabbatical at full pay. This may be taken in fall or spring semester.
 - i. The university would pay the faculty member's full salary during the sabbatical and the faculty member would continue to receive benefits.
 - ii. The faculty member must arrange for coverage of the costs of replacement instruction of the two courses they would normally teach during the sabbatical semester. For any faculty member with an appointment in LBC of between 25% and 75%, the pair of courses will be treated as one LBC course and one course in the joint appointment unit.
 - 1. Methods of covering the cost of the LBC course release might include applying to the LBC Trajectory Fund (if eligible), or using funds from IDC, an internal or external grant, or a professional development account.
 - 2. Faculty members with an appointment in LBC of between 25% and 75% will consult with their joint appointment unit chair to arrange for that unit to release them from one course, in accordance with unit guidelines.
 - iii. The faculty member would ordinarily not be eligible for a teaching release at replacement-instruction rate in the academic year following the sabbatical.
- 6. There are various ways to combine grant funding with sabbatical plans. Faculty members interested in exploring these options should speak with the Associate Dean for Research and Development and ultimately receive approval to from the Dean to proceed with their applications well in advance of their planned sabbatical.