College of Arts & Sciences

Sabbatical Leave Policy

Effective 2004-2005
(Revised Spring 2008)

Faculty members with continuing appointments (tenure) become eligible for sabbatical leave after twelve semesters of full-time service. For the purposes of the CAS Sabbatical Leave Policy, full-time service means that the faculty member be full-time (1.0 FTE) on payroll during the twelve semesters of accrual and that the faculty member be engaged in the full spectrum of activities—research, teaching, service, and/or administration—appropriate to her/his appointment. Time spent on research assignment, whether or not the research assignment is partially funded by an outside fellowship, generally does not accrue toward sabbatical leave. Exceptions may be made in advance by the Dean, for example, for a research assignment that is granted to compensate for teaching overloads, or for one-semester of junior faculty research assignment, whether partially supported by a fellowship, or not.

A sabbatical may be for a period of one year at half-pay or one semester at full-pay. A faculty member eligible for a sabbatical leave should submit an application form and current curriculum vitae with bibliography to her/his chair by February 15 (for submission to the Dean by March 1) of the academic year prior to the academic year during which the proposed sabbatical leave would begin. For example, for leave requests for academic year 2009-2010, for Fall 2009, for Spring 2010, or for calendar 2010 would be due February 15, 2009. (Sabbatical leaves that do not follow either the academic year calendar or the calendar year are discouraged in the College. Special cases require prior consultation.) As a contractual matter, faculty must return to full-time service at Stony Brook for one year after the completion of the sabbatical leave or must reimburse the University for salary paid during the leave.

The central purpose of sabbatical leave is for “faculty members to engage in scholarly development or other activities that will increase their scholarly achievement…” Consistent with this central purpose, applications for sabbatical leave from faculty who have not been productive in research, scholarship, or creative expression appropriate to their discipline during the period since their last sabbatical leave will be scrutinized especially closely for evidence of a clear and convincing plan for reengaging in research, scholarship, or creative expression.

Questions concerning the CAS Sabbatical Leave Policy should be addressed to the Associate Dean for Faculty Affairs & Personnel or to the Dean, as appropriate. Additional information about sabbatical leaves, in particular concerning allowable compensation during a leave, may be found in the Provost’s Sabbatical Leave Policy.