

## Sabbatical Leave

### Overview

Per the Duke Faculty Handbook, [Chapter 4, Professional Affairs of the Faculty](#), the primary purpose of a sabbatical leave is *“to increase the value of the professor's further service both to their profession and to the university. Although there may be exceptions, such a purpose is ordinarily served by the pursuit of scholarship (e.g., for teaching abroad, study, research, or publication undertaken to further the solution of pedagogical and administrative problems). Sabbatical leaves are not to be used for purposes of recreation or general travel.”*

### Eligibility

To be eligible for sabbatical leave in the School of Medicine (SOM), the faculty member requesting the sabbatical must:

- Hold a regular rank faculty position at the rank of Professor with tenure or Associate Professor with tenure
- Have completed at least 6 (six) years of continuous, active service to the University immediately preceding and contiguous with the proposed sabbatical leave
- Be in good standing with the University, with no unresolved professionalism, disciplinary issues or performance concerns, including being current on all grant status reports

### Application Process

Note: statements about clinical effort, clinical coverage, and clinical salary apply only to faculty with clinical responsibilities.

#### 1. Terms and Conditions

In addition to the sabbatical leave policy in the Faculty Handbook, the School of Medicine considers the following when evaluating a sabbatical request.

- Sabbatical leave is an academic construct. Sabbatical leave anticipates 100% academic effort (i.e., no clinical, administrative, or other effort or responsibilities) for the duration of the sabbatical leave.
- For faculty employed by Duke Health Integrated Practice (DHIP), salary during the sabbatical leave is to be a pro-rated amount of the Duke University SOM (academic) base plus additional salary components less any embedded administrative supplements. For faculty not employed by DHIP, salary during the sabbatical leave is to be a pro-rated amount of the Duke University SOM (academic) base salary. Components not included in the determination of sabbatical salary are clinical base, clinical additional, clinical incentive, academic incentive, administrative supplements, and other sources of pay.
- The department is responsible for covering salary during sabbatical leave. Sabbatical leave is dependent on the availability of funds (e.g., department, institute, center, or grant). SOM funds are not available to support salary for sabbatical leave.
- Arrangements for clinical coverage and administrative roles (e.g., Vice Chair, Director of Graduate Studies, etc.) must be made for the responsibilities that the faculty member would normally cover during the sabbatical period. The faculty

- member is responsible for coverage arrangements in coordination with the Division Chief and with the approval of the Department Chair.
- Faculty members are expected to complete all pending academic and clinical responsibilities and coordinate with their department to ensure a smooth transition.
  - Regular rank faculty status is maintained during sabbatical leave, including full-time status, benefits, and time accrual towards Duke years of service (e.g., Rule of 75).
  - If the approved plans change mid-sabbatical, the faculty must notify the Chair of what has changed and obtain additional approvals as necessary (e.g., research activities conducted outside of the U.S. that were not initially planned).
  - Upon returning from sabbatical leave, the faculty member is required to give a full report in writing to the Department Chair and Dean within 3 months detailing activities, outcomes, and impact on their professional development.
  - Faculty members granted sabbatical leave are expected to resume service for at least one year following the sabbatical leave. Plans for resumption of service are to be coordinated with the department and Department Chair before the sabbatical leave.

## **2. Request Submission**

- The sabbatical leave request is to be made no less than 6 (six) months before the anticipated start date of the sabbatical leave.
- Duke Health Integrated Practice (DHIP) (or the entity responsible for the clinical practice of the faculty member) is to be notified of the sabbatical request, including timeframe and plan for coverage of clinical responsibilities, no less than 6 (six) months before the anticipated start date of the sabbatical leave.
- For faculty with research effort, the plan for grant management, effort reporting, and oversight of students/trainees/postdocs must be resolved with the appropriate Duke support office at least 90 days before the start of the sabbatical leave. Approval of the research administration leadership of the department / institute, the SOM Office for Research Administration (ORA), and the Duke Office of Scientific Integrity must be obtained at least 90 days before the start of the sabbatical leave.

## **3. Application Components**

- [Leave of Absence Request form](#) for the proposed sabbatical leave.
- If DHIP faculty member, [C-DHIP/DHIP Clinician Leave of Absence \(LOA\) Intake form](#).
- Letter from the faculty member to the Department Chair and Dean requesting sabbatical leave, including a description of the sabbatical leave (start date, end date, activities, objectives, methodology, location(s), expected outcomes, timeline), clinical and administrative coverage arrangements, and salary request (6 months at full pay, 1 year at half pay, leave of absence without pay, or alternative arrangement)
- Department dFac user enters the sabbatical leave request in dFac and uploads the faculty letter, chair letter, and leave of absence form into the attachment section of the dFac form. The date on the leave form must match the dates entered in dFac.

#### 4. Review and Approval

- Department Chair review includes the following, expressed in the Department Chair to Dean letter:
  - Endorsement of the sabbatical leave request
  - Confirmation of clinical and administrative coverage arrangements
  - Confirmation of DHIP notification
  - Description of salary arrangements (6 months at full pay, 1 year at half pay, leave of absence without pay, or alternative arrangement)
  - Department (not SOM) as source of salary funds
- School of Medicine review includes the following, resulting in SOM approval of the sabbatical leave request:
  - The sabbatical leave request and supporting documentation are reviewed by the Office for Faculty (APT Office) and Vice Dean for Administration, including financial analysis.
  - If the faculty has an active research program, the sabbatical request and supporting documentation are reviewed by the Office of Research Administration and the Duke Office of Scientific Integrity, including analysis of active research projects and sponsor prior approval requirements.
  - The sabbatical leave request and supporting documentation are reviewed by the Dean or delegate. If approved by the SOM, the request is forwarded to the Provost for review and approval.
- University
  - The Provost reviews/approves and notifies the APT Office of the approval.

#### 5. Approval and Notification

- The final decision on sabbatical requests will be made by the University Provost.
- Faculty members will be notified of the Provost’s decision in writing by the SOM APT Office.
- If approved, the department submits an “Out of Cycle & Anticipated Salary, Effort and/or Appointment (SEA) change” form to have the salary and effort adjustment approved. Effective date of salary change should coincide with approved start date of sabbatical.
- If approved, the department submits a rate and schedule iForm to change salary/funding sources and effort.
- Sabbatical requests are approved in dFac by SOM APT Office.

#### Revision History

Version Date	Summary of Changes
2024 Nov 01	Inaugural policy