


Duke University  
Durham  
North Carolina 27708-0005

Office of the Provost

MEMORANDUM

220 Allen Building  
Box 90005  
Telephone (919) 684-2631  
Fax (919) 684-4421

TO: Paula McClain  
FROM: Peter Lange   
DATE: October 24, 2008  
RE: Revisions to the Faculty Handbook and University Bylaws for ECAC Review

The following has been through APC and was approved at their October 22 meeting. I would now like to bring this before ECAC for its review.

At the recent Board of Trustees meeting, the Trustees approved new University Bylaws. The Trustees removed the section on sabbatical leaves as they felt it was more appropriate for the information to appear in the Faculty Handbook rather than the University Bylaws.

Attached is the proposed language for the Faculty Handbook that includes the possibility for accelerated leaves reflecting our earlier discussions about proposed A&S initiatives. Below is the language formerly in the University Bylaws that the Trustees recently removed.

**ARTICLE XXVI. SABBATICAL LEAVES**

Each tenured member of the University Faculty of the rank of professor, associate professor, or assistant professor shall be eligible for sabbatical leave after each six years of service to the University in faculty positions of regular rank. Such leave may be taken for a full year at half salary or a half year at full salary.

Sabbatical leave may be granted by the Executive Committee upon the written recommendation of the dean of the appropriate college or school, approved by the Provost and the President.

The year in which sabbatical leave is taken will not count towards eligibility time for subsequent sabbatical leave.

I submit this to ECAC for discussion and consideration with my support.

PL:sb

cc: Lynn Smith-Lovin

## **FROM CHAPTER 4 OF THE FACULTY HANDBOOK PROFESSIONAL AFFAIRS OF THE FACULTY**

### **Sabbatical Leaves**

The primary purpose of sabbatical leave is to increase the value of the professor's further service both to his or her 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.

1. Each tenured member of the University Faculty of the rank of professor, associate professor, or assistant professor shall be eligible for sabbatical leave after no more than each six years of active service to the University in faculty positions of regular rank. Active service provisions may be determined on a school by school basis. Such leave may be taken for a full year at half salary or a half year at full salary.
2. Individual schools, upon approval by the Provost, may institute programs to enable eligibility for sabbatical leaves for tenured members of the University Faculty of the rank of professor, associate professor, or assistant professor after a period of active service to the University of less than 6 years but no less than 3 years.
3. Sabbatical leave may be granted upon the written recommendation of the dean of the appropriate college or school, and then approved by the Provost and the President.
4. The year in which sabbatical leave is taken will not count towards eligibility time for subsequent sabbatical leave.
5. Qualifying faculty who were appointed prior to September 1982 may count time spent as an instructor in their years of service.
6. When eligibility for sabbatical leave is not clearly established, the case should be discussed with the appropriate dean, provost, or the dean, School of Medicine/vice chancellor for medical center academic affairs.

### **Application Procedure for Sabbatical Leaves or Academic Leaves of Absence**

The following procedure should be followed in applying for either a sabbatical leave or an academic leave without pay.

1. A letter requesting the leave should be addressed to the department chair and dean before December 1 of the year preceding the academic year for which leave is requested. In exceptional cases, a slightly later request will be considered. The letter should contain a statement by the faculty member explaining how he or she expects to use the leave, where he or she expects to be during the leave, and a clear statement indicating whether he or she is requesting a sabbatical leave of one semester at full pay, one year at half pay, or a leave of absence without pay for an indicated period.
2. The department chair will send a letter to his or her dean, stating whether he or she endorses the applicant's leave request and whether supplemental instructional funds may be needed to meet teaching obligations during the applicant's leave period.
3. Copies of these letters should be sent to the provost and, if appropriate, to the dean, School of Medicine/vice chancellor for medical center academic affairs.
4. The dean (department chair in the School of Medicine) will send a letter to the provost or dean, School of Medicine, vice chancellor for medical center academic affairs stating whether he or she endorses the requested leave and indicating whether the leave will necessitate provision for replacement of instructional time. Only when both the department chair and dean have endorsed the leave will the provost consider the request. Final responsibility for granting sabbatical leaves rests with the president.

5. Upon return from leave, the faculty member is expected to give a full report in writing to his or her department chair, dean, and to the provost or dean, School of Medicine/vice chancellor for medical center academic affairs.

**Granting of Sabbatical Leaves**

Normally, a sabbatical leave is not granted if the applicant's request is for the purpose of accepting remunerative employment. This rule does not apply to the acceptance of fellowships and similar grants which serve the purposes outlined above. Furthermore, there may be other situations in which acceptance of a remunerative position may lead to a fulfillment of the primary purpose of increasing the value of the professor's further service to his or her profession and to the university.

Any person granted sabbatical leave is expected to return for at least one year's service following the leave. Sabbatical leave may be granted for a full year at half salary or for a half year at full salary.

**Duke University**  
DEPARTMENT OF SOCIOLOGY  
BOX 90088  
DURHAM, NC 27708-0088

LYNN SMITH-LOVIN  
ROBERT L. WILSON PROFESSOR OF SOCIOLOGY

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October 22, 2008

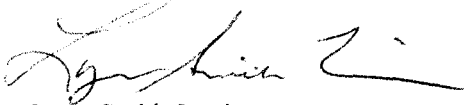
Professor Peter Lange  
Provost  
Office of the Provost  
220 Allen Building  
Campus

Dear Peter,

I am writing to inform you of action taken at the October 22nd meeting of the Academic Programs Committee regarding the changes in the Faculty Handbook and University By-laws to enable the new Arts and Sciences accelerated leave policy. The committee voted unanimously to approve the attached text. The APC looks forward to seeing the final version of the new leave policy when it is completed (and other policies that might develop in other schools).

Thank you for the opportunity to participate in the review process.

Sincerely,



Lynn Smith-Lovin  
Robert L. Wilson Professor of Sociology  
Chair, Academic Programs Committee

cc: George McLendon  
John Simon  
Sharon Peters

**MEMORANDUM**

220 Allen Building  
Box 90005  
Telephone: (919) 684-2531  
Fax: (919) 684-1421

**TO:** Lynn Smith-Lovin  
**FROM:** Peter Lange  
**DATE:** October 14, 2008  
**RE:** Revisions to the Faculty Handbook and University Bylaws for APC Review

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The year in which sabbatical leave is taken will not count towards eligibility time for subsequent sabbatical leave.

I will look forward to reviewing this with the APC members at the next meeting.

PL:sp

cc: Sharon Peters

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PROFESSIONAL AFFAIRS OF THE FACULTY**

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