



SABBATICAL LEAVE GUIDELINES

I. SABBATICAL LEAVE GUIDELINES

A Summary of the application procedure and the criteria used for approval of sabbatical applications (based on 2007 Qatar University Faculty Handbook, Approved May, 2007)

II. Basic Purpose of Sabbatical Leave

Sabbatical leave is a privilege of the employment relationship between the University and its permanent academic faculty because it provides them with uninterrupted and focused periods of time to engage in scholarly endeavors and activities that promote the mission and objectives of the University. A sabbatical leave presents a significant opportunity for academic staff development and renewal, and provides a means to support high quality research and teaching initiatives because it relieves a faculty member of all teaching and administrative duties in order to enable him/her to engage in scholarly activities on a full-time basis for an agreed upon time period. Sabbatical leave is understood to encompass leave that is funded totally or partially from the University.

The objective of such leave is to empower faculty, and substantiate his/her capabilities that would lead subsequently to improving and enriching the program. Sabbatical activities may involve formal study, research or creative activity, or other activities that increase the faculty member's ability to serve the university and the general public through teaching, research and creative activity, and public service.

The two major purposes of the sabbatical leave are: (a) to facilitate and enhance professional growth for the recipients, and (b) to provide considerable benefits for the university main domains i.e. Teaching; Research and Services. Specifically, sabbatical leaves should accomplish one or more of the following based on both purposes described above:

- A. Pursuit of scholarly or creative endeavors.
- B. Development of programs and curricula.
- C. Meet new technology needs.
- D. Enhancement of teaching or work skills.
- E. Retraining in a new discipline, if it is needed by the Program/Department/College.
- F. Acquiring of knowledge, methodology and improvement of skills in one's discipline.
- G. Acquiring new competencies, knowledge or skills and investigation of new area of interest, or professional development.

In order to fulfill this basic purpose of professional development, faculty are encouraged to make use of the opportunities presented by sabbatical leave for travel to or residence at a center of scholarly or creative activity, or for collaboration or study with recognized experts in the field. Sabbatical activities may include acquisition of new skills, investigation of new areas of interest, or professional development.

III. Role of the Applicant for Sabbatical Leave

- Understand all departmental, college and University sabbatical leave process, policies, and practices. Applicant should prepare their sabbatical leave plan and activities with this information in mind.
- Prepare a formal proposal using the guidelines and university-wide sabbatical leave policy.
- Provide a complete application and organize his/her supporting documentations into an electronic sabbatical leave dossier.
- This dossier will be submitted electronically to the department head and the department academic committee for review and evaluation.



- The submitted dossier is considered the foundation for the sabbatical leave decision, and it is therefore the responsibility of the candidate to organize the material in a way that is reflective of University policy and best demonstrates her/his individual case.

IV. Role of the Head of Department

- Inform eligible faculty for sabbatical with the university sabbatical calendar and sabbatical leave guidelines and processes
- Head of Department must play proactive role in disseminating of information as well providing faculty with workshops/assistance and technical support prior the date for submission of sabbatical leave application on the following issues:
 - Sabbatical Application writing
 - Sabbatical activities and projects
 - Sabbatical venues and collaborating partners
- Heads of Department must help faculty to align their sabbatical activities/projects with department/college strategic goals and objectives.
- Department Heads must follow up applicant granted sabbatical leave and assess the impact of the Sabbatical leave on the applicant's professional growth in term of teaching, research and services as well as on the department mission in general.
- Discuss the sabbatical leave plan with the candidate.
- Review sabbatical leave applications with the department academic committee or an ad hoc committee formed to review and evaluate faculty sabbatical leave application within the department
- Provide a written recommendation that explains the department academic committee and his/her rationale for approving or rejecting sabbatical leave request.
- Indicating how the department will cover the courses normally taught by the faculty member seeking sabbatical leave.
- Heads of Departments recommendation will be submitted with the faculty member's application to the appropriate academic Dean.
- Any proposal that the Head of Department and Department Academic committee cannot support will be returned to the faculty member with an explanation.

V. Role of the College Dean

- Appoint a committee of faculty members within their college to review and evaluate forwarded and approved sabbatical leaves requests from departments and academic programs
- The committee shall provide the Dean with appropriate feedback regarding the strengths and weaknesses of each proposal from their college.
- Assure that the College is supporting quality proposals,
- Confirm or revise, as necessary, the Department Head's plans for covering courses.
- Provide a written recommendation that explains the college academic committee and his/her rationale for approving or rejecting sabbatical leave request.
- Deans' recommendation will be submitted with the faculty member's application to the university-wide sabbatical leave committee.
- Any proposal that the Deans and College Academic Committee cannot support will be returned to the faculty member with an explanation.

VI. Role of University-Wide Sabbatical Committee

- Review and evaluate forwarded and approved sabbatical leaves requests from colleges and academic units

- Rank sabbatical leave application according to university policies and university sabbatical leave guidelines. Provide the Dean with appropriate feedback
- Review sabbatical leave application in light of the institutional priorities.
- Sabbatical Leave University-wide committee shall make recommendations for sabbatical leaves to the Vice president and Chief Academic Officer.
- The Vice President and Chief Academic Officer shall notify applicants of his/her action on each request. The decision of the Vice President and Chief Academic Officer is final.
- Applicants must notify the Provost in writing as to whether or not the sabbatical will be taken.

VII. Eligibility for Sabbatical Leave

A first sabbatical leave is available to:

1. Regular faculty who are on an indefinite duration contracts
2. Regular faculty who on rolling contract and completed four consecutive years of service and who have been in continuous full-time service (full-time service will be defined as working full-time for at least 8 of the previous 10 semesters).
3. Second Sabbatical Leave is awarded provided that 6 years have elapsed since last sabbatical leave was granted.
4. A faculty member in a leadership or management position may be granted a year of sabbatical leave after completing one full term of administrative service.
5. A faculty member is eligible to be awarded up to three (3) sabbatical leaves.
6. Sabbatical leave applications will be considered annually based on the sabbatical leave policy published in the faculty handbook.

VIII. Criteria for Evaluating Sabbatical Leave Proposals

1. Evidence that the project will improve the faculty member's personal and professional growth
2. Evidence of preparation and planning for the work to be undertaken
3. Evidence of professional qualifications to carry out the project
4. Likelihood of successful completion of the project and ability to accomplish the sabbatical leave objectives. Evaluation of criteria 3 and 4 should be based on
 - i. A recent vita of the applicant
 - ii. Applicant's last four years performance appraisal
 - iii. Applicant's summary of his achievements and contributions to his program/department/college/university during the last four years
5. Explanation of why the sabbatical is important to the execution of the project
6. Significance of the project to the discipline, department, college and University.
7. The sabbatical leave goals and objectives are well-articulated including briefing on their anticipated impact on the applicant's own discipline, program, department, college and university
8. Are the applicant sabbatical leave action plan and time frame for the sabbatical likely to achieve the specific deliverables identified by the applicant?
9. Evidence that the planned associated activities to the sabbatical would increase the professional development of the applicant.
10. The number of previous sabbatical leaves a candidate has been granted. Priority will be for applicants with the least number of previous sabbatical leaves.
11. If the proposal assumes technical, scholar or academic cooperation from other institutions or investigators, are letters included indicating their agreed upon mutual planning detailing, and specifying the engagement, and involvement from their side in the designing, and implementation of the proposed activities in the hosting institute?

IX. Categories of Activity

The Sabbatical Leave Committee is responsible for performing a fair assessment of all proposals without assigning any priority to any particular category of activity. The following are provided as examples of categories of activity aimed at specific objectives consistent with the policy's purposes:

- A. Pursuit of academic work at an accredited university or college, and/or accomplished, well-established academic unit know of its credible reputation in the area the applicant is planning to



- pursue during his sabbatical leave.
- B. A special project or research problem.
 - C. Appropriate work experience in business or industry or study in schools maintained by a business or an industry.
 - D. Curriculum planning which will meet a need for a major curriculum revision or development.
 - E. A combination of the above activities designed to meet multiple objectives.

X. Duration

Sabbatical leaves may be for either one semester or for two semesters (which typically will coincide with a single academic year, but under approval by the Department Chairperson, can occur in separate academic years).

XI. Location

The University encourages faculty to spend their sabbatical leave away from the University in order that staff may benefit from the opportunities to be gained from spending time at other institutions.

XII. Compensation

Faculty members will receive 100% of their basic salary and all fringe benefits. If the faculty member is to spend the sabbatical leave outside the country, he/she is also entitled to reimbursement for the roundtrip airfare for self, spouse and up to three children under the age of 18. This policy does not preclude consulting activities performed in accordance with the University's consulting policy.

XIII. Department Chair Roles and Responsibilities

1. Chair of the Department/Associate Dean for Faculty Affairs/ Dean, should seek objective expert reviews on the sabbatical leave research project (s) its importance to the discipline and the timeframe needed for accomplishment of such project
2. The appropriate Department Chairperson and/or College Dean shall make arrangements for carrying on the duties of a person on leave.
3. The Department Chair must certify that the work of the department can be carried on substantially as it would have been, had the leave not been granted.
4. It is expected that sabbatical leaves will not be granted if they come at the expense of the students or the regular departmental program.
5. Faculty who are granted sabbatical leave should be replaced, whenever possible, by full-time staff (e.g. part-time faculty or visiting professor who should cover the full teaching load of applicant granted sabbatical leave).
6. This policy is based on the following rationales: (1) the critical importance of the teaching function; (2) other staff members should not be required to assume significantly greater duties during periods of sabbatical leave granted to their colleagues.

XIV. Sabbatical Leave Return

Faculty members are obligated to return to active service for a minimum time equal to the sabbatical period. In the event that the faculty member does resign or leaves the University during the sabbatical or upon return, he/she must reimburse the University for all funds contributed to the sabbatical leave.

XV. Sabbatical Leave Procedures

Sabbatical Leave Application: Faculty seeking a sabbatical leave shall submit written materials that include:

1. Name, rank, department and college of candidate.

2. Previous sabbatical activity (the dates, duration, focus and results of previous sabbatical leaves)
3. Eligibility (include length of service and dates at Qatar University).
4. Term of leave requested.
5. Project description. Title and description of proposed study, investigation, or other effort (Limit to five pages exclusive of 3 and 4 below):
 1. Description and justification.
 2. Goals and/or objectives.
 3. Schedule (timetable) of activities.
 4. Description of where the work will be completed during the sabbatical. Indicate the institutions, agencies, or persons with which/whom applicant will work
 5. Plans to seek extra funding for the project from any external agency (indicate source, level and status). If funding has already been secured, describe how the funds will support the project
6. Project results
 1. Description of the anticipated results of the project
 2. Description of the significance of the anticipated results for the University, for the discipline, and for the applicant
 3. Description of how the sabbatical leave will improve the applicant's professional effectiveness.
7. Contributions and/or benefits. (Please discuss each of the following in sufficient detail):
 1. What new skills, learning or accomplishments are likely to result from successful completion of the sabbatical?
 2. How important are these skills to the professional development of the faculty member?
 3. What benefits accumulate to the university and to the broader community from application of these skills or accomplishments in future teaching, research or creative activity, and public service?
8. Necessity of the sabbatical for the proposed activities. (Please discuss in sufficient detail)
9. Ability to accomplish objectives of proposal:
 1. Current vita.
 2. Letters indicating support from collaborating institutions, investigators or individuals.
 3. Other supporting documentation.
10. Faculty Performance appraisal and summary of his/her workload during the last 10 semesters including courses taught.
11. A statement from the departmental chairperson about how the responsibilities of the applicant will be met during the proposed sabbatical leave.

XVI. The Process

1. A letter of intent and application for sabbatical leave shall be filed with the department chairperson by October 31 prior to the year of the sabbatical.
2. Applications for sabbatical leaves must be approved by the department chairperson, and endorsed by the college dean. Process should not take more than one month from the date of receiving the Sabbatical Leave Application
3. The Vice President and Chief Academic Officer shall convene a committee of faculty members to review applications for sabbatical leave and make recommendations.
4. The committee shall make recommendations, taking into consideration evaluation criteria set above as well as the availability of University funding, whether or not the faculty member has been previously granted a sabbatical leave, and previous departmental distribution of sabbatical leaves.
5. The Vice President and Chief Academic Officer, in consultation with this committee, shall make the ultimate decision regarding the disposition of each application and notify the applicant no later than the end of the fall semester.
6. The decision of the Vice President and Chief Academic Officer shall be final.



XVII. Reporting

Within six months of completing the sabbatical leave, a written report of the work completed shall be submitted to the Department Chair with copies to the Dean, and Vice President and Chief Academic Officer. The purpose of this report is to demonstrate the extent to which the faculty member achieved the objectives set forth in the application.

XVIII. Process for Committee Consideration of Sabbatical Leave

- A. Proposals for sabbatical leave will stand on their own merit. Questions will not be addressed to applicants, nor will applicants be invited to make presentations.
- B. Sabbatical leave proposals will be considered at a university-wide sabbatical leave committee. A quorum for the meeting(s) shall consist of members of the whole committee.
- C. Each committee member will fill out the rating sheet and then rank the proposals.
- D. The initial member rankings will be submitted to the committee chairperson two days prior to the meeting. The individual member's rankings will be combined to produce the initial committee ranking.
- E. The committee will convene to discuss each proposal. Discussion of each proposal will be limited to ten minutes.
- F. Upon the completion of discussion of the proposals (as determined in letter E above), the committee members will individually re-rank all proposals, if appropriate, after discussion. These individual rankings will be combined to produce a committee rank.
- G. The committee shall maintain a record of its proceedings and shall keep all records of rankings.

XIX. RATING SHEET FOR SABBATICAL LEAVE PROPOSALS

In order to provide for the full and equitable selection of the most meritorious sabbatical leave proposals, the faculty has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal.

1. Evidence that the project will improve the faculty member's personal and professional growth

1	2	3	4	5	_____
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Ranking Rationale:

2. Evidence of preparation and planning for the work to be undertaken

1	2	3	4	5	_____
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Ranking Rationale:

3. Evidence of professional qualifications to carry out the project and the likelihood of successful completion of the project.

1 2 3 4 5 _____

Ranking Rationale:

4. How clear the rationale of why the sabbatical is important to the execution of the project

1 2 3 4 5 _____

Ranking Rationale:

5. Significance of the project to the discipline, department, college and University

1 2 3 4 5 _____

Ranking Rationale:

6. The sabbatical leave goals and objectives are well-articulated including briefing on their anticipated impact on the applicant's own discipline, program, department, college and university

1 2 3 4 5 _____

Ranking Rationale:

7. Are the applicant sabbatical leave action plan and time frame for the sabbatical likely to achieve the specific deliverables identified by the applicant?

1 2 3 4 5 _____

Ranking Rationale:

8. Evidence that the planned associated activities to the sabbatical would increase the professional development of the applicant.

1 2 3 4 5 _____



Ranking Rationale:

9. If the proposal assumes technical, scholar or academic cooperation from other institutions or investigators, are letters included indicating their agreed upon mutual planning detailing, and specifying the engagement, and involvement from their side in the designing, and implementation of the proposed activities in the hosting institute?

1
 2
 3
 4
 5

Ranking Rationale:

10. What benefits the sabbatical project will provide for the university main domains i.e. Teaching; Research and Services.

1
 2
 3
 4
 5

Ranking Rationale:

Total Score _____

