



STANFORD
M E D I C I N E

Sabbaticals for Assistant Professors

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Outline

- Importance of reappointment of Assistant Professors and counseling based on the materials gathered for reappointment
- Content of counseling memo
- University sabbatical policy
- How sabbatical works for Assistant Professors
- Requesting sabbatical

Role of the Faculty Member

The ultimate responsibility for career trajectory and success lies with each faculty member. Thus, it is up to the faculty member to:

- be familiar with policies and procedures concerning reappointment and promotion;
- meet with mentors on a regular basis;
- participate actively in annual counseling sessions with the department chair or division chief;
- attend workshops sponsored by OAA and the Office of Faculty Development and Diversity

Reappointment as Assistant Professor

- One of the most important aspects of the reappointment process is the opportunity it provides to give candid feedback on academic performance and progress to date
- The feedback should be constructive, realistic and specifically tailored to the candidate

Counseling after Reappointment

- Feedback in the counseling memo is based on the information obtained for the reappointment
- The memo is reviewed by members of the A&P committees
- It offers guidance on the next step, promotion to Associate Professor

Counseling Memo

- The counseling memo should address the performance to date and make recommendations for improvement as applicable
- It should cover scholarship quality, general expectations for quantity, impact and standing in the field

Counseling Memo Content

- It should include teaching quality and quantity, and quality of mentoring
- The amount and quality of clinical care is considered with feedback on the areas covered by the Clinical Excellence Survey (clinical proficiency, communication, professionalism, and systems-based practice)

Counseling Memo Content Cont'd

- The full text of the criteria for promotion to Associate Professor should be included
- The candidate should understand that the advice offered is not a prescription for achieving promotion
- The ultimate responsibility for success lies with each faculty member

Reappointment of Assistant Professors

- At the time of reappointment, it is expected that an assistant professor will be on a career trajectory consistent with Stanford standards for all three missions
- Written scholarship that advances the field is required
- The reappointment process should include an evaluation on whether there is a realistic chance for promotion in the future on the basis of continuation of the candidate's work



Reappointment as Assistant Professor MCL

- Candidates may be reappointed based on evidence of progress, high-level performance, and continuing programmatic need
- Written scholarship that advances the field will nearly always be required
- There should be evidence that candidates have the promise to attain regional recognition for excellence in the overall mix of contributions



Reappointment as Assistant Professor UTL

- Candidates should have compiled a record of excellent scholarly accomplishments
- There must be a realistic chance for promotion with tenure in the future based on the continuation of the candidate's work
- Teaching must also be excellent



Reappointment to Assistant Professor in the Non-Tenure Line-R

- Candidates may be reappointed based on evidence of progress, high-level performance and continuing to fill a programmatic need
- There should be evidence of the ability to obtain external funding and outstanding performance as a supervisor of graduate students
- There must be a realistic chance for promotion

Sabbatical

- The purpose of the sabbatical leave program is to free faculty members from their normal University duties, enabling them to pursue their scholarly interests full-time and maintain their professional standing so that they may return to their posts with renewed vigor, perspective, and insight

Importance of Sabbatical

- Sabbatical time allows Assistant Professors to focus on areas that may require strengthening in preparation for promotion
- The reappointment represents a particularly pivotal milestone for the Assistant Professor, and the performance of the candidate will be carefully measured against the criteria for promotion



University Sabbatical Policy

- The usual minimum length of sabbatical is one quarter (3 months) at 50% salary or 2 months at 100% salary
- The maximum length of sabbatical leave is one year, without regard to the rate of pay
- Faculty may take sabbatical at reduced FTE, which will cause them to receive salary and to use sabbatical at a similarly reduced rate

University Sabbatical Policy cont'd

- For example, 50% sabbatical = 50% B+V pay and uses 15 days/month
- No matter the rate of pay, faculty are always expected to be completely relieved from all clinical, teaching, and administrative duties
- A faculty member must serve at Stanford for a period of time at least equal to the length of his/her most recent sabbatical prior to taking another leave



Sabbatical Policy

- At 100% appointment FTE, sabbatical is accrued at 2.5 days per month (30 days per year)
- Accrual is proportional to FTE (80% FTE accrues 24 days per year)
- There is no accrual while on leave (sabbatical or leave without salary)

Sabbatical Accrual

- Faculty on sabbatical are relieved from all normal duties: clinical, teaching, and administrative
- They do not earn a bonus while on sabbatical, and there is no administrative supplement paid during the leave
- Maximum accrual is 12 years or 1 year of sabbatical at full pay



Borrowing Sabbatical Leave

- The University recognizes the need to provide opportunities for junior faculty to develop their research and scholarship
- To assist them during a critical period of their careers, Assistant Professors may, upon reappointment and with approval of their department Chair and Dean, borrow up to 3 years of service credit to be eligible for a longer sabbatical leave



Sabbatical Leave Request

- Discuss with your chief or chair
- Ask your FAA how much sabbatical you have accrued (OAA will calculate this)
- At least one month before your proposed sabbatical is to start, fill out the leave request form
- The form includes a description of the activity planned during sabbatical

Sabbatical Leave Request Cont'd

- The application also includes a description of arrangements to cover your research, clinical, and teaching duties while you are on leave
- Department chair must sign the form
- The department sends the form to OAA for approval

