


# Assistant Professors and Sabbaticals

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# At the end of this workshop, you should know:

- what the sabbatical leave program is
- about how much accrual you have
- when you can take it
- what the limits on the program are
- how it can help you.



# Message from the Vice Dean

The School encourages you to take a sabbatical during your term as Assistant Professor, to strengthen your scholarship, as you look forward to the promotion review. We also support you in borrowing sabbatical accrual if that is helpful to you. Keep in mind that sabbaticals must be planned with and approved by department leadership.

-- Linda Boxer, Vice Dean

# Agenda

- Policy
- Unique to the Medical School
- Specifics – Accrual
- Specifics – Use
- Limits
- Borrowing Accrual
- Examples
- Requesting Sabbatical



# But First...

## Assistant Professor Appointment Terms

- 4 year initial term
- Reappointment review
- Second term:
  - UTL/RL: 3 year second term
  - MCL: 6 year second term
- Promotion review





# University Sabbatical Policy

“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.”

Use it to focus on:

- Completing a major piece of research
- Writing it up and having it published
- Maybe traveling to present the work.





# Unique to the Medical School

## University Policy

- Minimum leave three months (one quarter)
- Relieved from all normal duties:
  - Clinical
  - Teaching
  - Administrative

## School of Medicine Practice

- Minimum leave one month (30 days)
- Exceptions can be requested to continue vital duties during sabbatical:
  - Clinical (Vice Dean)
  - Teaching (Provost)
  - Administrative (Vice Dean)

# Specifics - Accrual

- 30 days per year or 2.5 days per month (working full time)
- Accrual is proportional to FTE (80% FTE = 24 days/year)
- No accrual while on leave (sabbatical or leave without salary)
- Maximum accrual = 12 years = 360 days or 1 year of sabbatical at full pay





# Specifics - Use

- At 100% FTE, sabbatical is used at *30 days per month*
- Can be taken at a lower FTE (example: sabbatical at 80% uses 24 days per month)
- Can be combined with other sources of funding (grants, clinical revenue)
- Still expected to be completely relieved of all normal duties



# Limits

- “24 months in 7 years” – pro-rated based on percentage of leave
- “2 years contiguous” – *not* pro-rated
- Must return to active duty for same time as on leave before taking another leave.
- Sabbatical pay = “base + variable” (no supplement or bonus)





# Borrowing Accrual

## From the University Faculty Handbook:

### 3.2.G Borrowing Sabbatical Leave Eligibility

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, non-tenured Assistant and non-tenured Associate Professors may, upon reappointment for a multiple-year term and with the approval of their department Chair and Dean, borrow **up to three years of service credit** to be eligible for a sabbatical leave of longer duration or a higher rate of pay (up to the sabbatical policy maximum). A faculty member will not normally be permitted to borrow service beyond the end date of the term of appointment.

You can borrow up to 90 days (three months) of sabbatical.

# Example: Accrual

- Dr. Jane Austen was appointed Assistant Professor of Psychiatry in August 2010 and reappointed in August 2014, with an end date of July 2017.
- Her sabbatical accrual starts on August 1, 2010 with 2.5 days per month.

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Beg. Balance	132.5	135.0	137.5	140.0	142.5	145.0	147.5	150.0	152.5	155.0	157.5	160.0
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	135.0	137.5	140.0	142.5	145.0	147.5	150.0	152.5	155.0	157.5	160.0	162.5

- Taking a four month sabbatical in 2015 when she has accrued 140 days of leave:

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Beg. Balance	132.5	135.0	137.5	140.0	110.0	80.0	50.0	20.0	22.5	25.0	27.5	30.0
Accrued (Days)	2.5	2.5	2.5	0.0	0.0	0.0	0.0	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	(30.0)	(30.0)	(30.0)	(30.0)	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	135.0	137.5	140.0	110.0	80.0	50.0	20.0	22.5	25.0	27.5	30.0	32.5

# Example: Borrowing


- Dr. Bram Stoker was appointed Assistant Professor of Cardiothoracic Surgery in the MCL in January 2008 and reappointed in 2012, with an end date of December 31, 2017.
- His accrual in 2015:

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Beg. Balance	210.0	212.5	215.0	217.5	220.0	222.5	225.0	227.5	230.0	232.5	235.0	237.5
Accrued (Days)	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Sabbatical	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	212.5	215.0	217.5	220.0	222.5	225.0	227.5	230.0	232.5	235.0	237.5	240.0

- He wants to take 240 days of sabbatical at 80% pay, or 10 months of sabbatical, starting in January 2015. He arranges to borrow 30 days of sabbatical accrual:

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Beg. Balance	<b>240.0</b>	216.0	192.0	168.0	144.0	120.0	96.0	72.0	48.0	24.0	(30.0)	(27.5)
Accrued (Days)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.5	2.5
Sabbatical	(24.0)	(24.0)	(24.0)	(24.0)	(24.0)	(24.0)	(24.0)	(24.0)	(24.0)	(24.0)	0.0	0.0
LWOS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
End. Balance (Days)	216.0	192.0	168.0	144.0	120.0	96.0	72.0	48.0	24.0	0.0	(27.5)	(25.0)



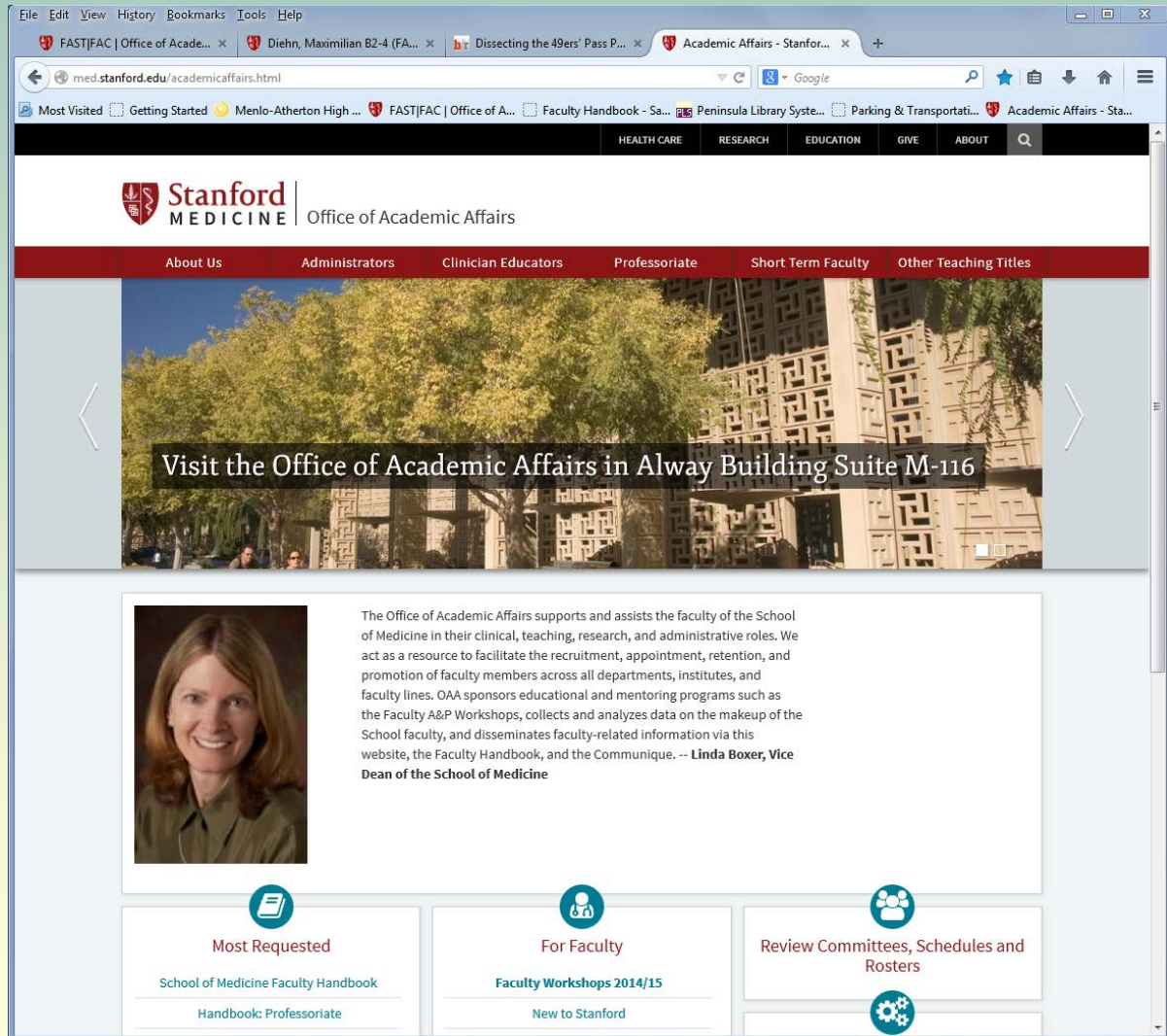


# Requesting Sabbatical

- Faculty member: ask faculty affairs administrator (FAA) for your sabbatical accrual. Discuss with department leadership. Fill out the sabbatical form, Attachment A (grants), and the Data Security Attestation Form.
- FAA: get approvals from department leadership and RMG and send to Academic Affairs ***at least one month in advance.***
- Academic Affairs: get approvals from faculty compensation, budgeting, RMG, Vice Dean, and (if necessary for some exceptions) Provost.



# For More Information



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# For More Information

- *Academic Affairs Website:*  
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- Email Rebecca Robinson, Academic Affairs Manager, [rrobinso@stanford.edu](mailto:rrobinso@stanford.edu)