



Sabbatical Leave Policy

Updated February 2, 2019 from Faculty Handbook



The sabbatical leave program is designed to enhance the contribution of the sabbaticant to the seminary. Each faculty member is eligible for a full year of sabbatical leave after each six-year period of teaching. Half-sabbatical leaves may be approved for academic administrative personnel after each period of six years of full-time employment by the seminary.

The following are the policies and procedures by which sabbaticals are governed:

1. **Sabbatical leaves are an investment by the seminary in the future effectiveness of faculty and administrative personnel.**
 - a. The timing and use of a sabbatical must be approved by the administration and recommended to the Board of Trustees for authorization.
 - b. Any person who accepts a sabbatical leave thereby is obligated to return to the seminary for a minimum of two years beyond the sabbatical. In lieu of returning, the sabbaticant is obligated to refund to the seminary the entire employment cost, including salary, fringe benefits, and sabbatical supplement. If the sabbaticant returns for less than two years, the refund is prorated. In exceptional cases, this requirement may be waived by the Board of Trustees for persons who have been employed more than 3½ years.

2. **The purpose of sabbatical leaves is to enhance the professional qualifications of the sabbaticant for future service to the seminary.**
 - a. Normally sabbaticals should be taken in an academic environment; however, research, writing, and ministry experience are all legitimate purposes of sabbatical leaves. Teaching at an overseas theological institution is encouraged as a legitimate sabbatical project, if it furthers research purposes.
 - b. Faculty members are encouraged to take sabbaticals outside their home environment. Faculty members who take local sabbaticals are required to justify in their sabbatical requests why a local sabbatical is more advantageous to their research purposes. If a local sabbatical is approved, the sabbaticant is required to attend all major seminary-wide events such as Convocation and Commencement. Professors on a local sabbatical are not eligible to teach overload courses, extension courses, or Internet courses during the sabbatical period unless an emergency need is declared by the Senior Vice President for Academic Administration and Provost and reported to the President.
 - c. When the specific needs of the seminary are involved, a sabbaticant may be required to take and use a sabbatical to meet those needs.



Sabbatical Leave Policy

Updated February 2, 2019 from Faculty Handbook



3. Plans for sabbatical leaves should be made as follows:

- a. Specific plans for use of a sabbatical leave should be worked out by the applicant in consultation with the dean or other appropriate administrator, not later than one year prior to the requested beginning of a proposed sabbatical. The supervisor is responsible for giving guidance to the plans in the light of the strengths of the applicant and the needs of the seminary.
- b. The supervisor and the President will recommend the granting of a sabbatical in terms of the date and purpose for authorization by the meeting of the Board of Trustees. Trustee approval is not automatic, and plans made prior to the trustee action are at the risk of the applicant.
- c. Amendments to plans for a sabbatical leave may be submitted to the Board of Trustees meeting immediately before the beginning of the sabbatical leave. In the event of an emergency, the Trustees may approve changes in plans for a sabbatical leave through the Trustee Executive Committee.

4. Frequency of faculty sabbatical leaves:

- a. Normally a sabbatical leave will be granted to a trustee-elected faculty member at approximately seven-year intervals.
- b. When it is deemed to be in the best interest of the seminary, a sabbatical leave may be granted a new member of the faculty prior to the completion of six years of teaching at Southern Seminary. The acceptance of such a sabbatical leave obligates the professor to teach a minimum of six (6) years at Southern Seminary, however.
- c. A professor must normally teach six (6) years before receiving his or her first sabbatical. Professors may subsequently be eligible for two half sabbaticals within any seven-year period.
- d. A full sabbatical leave will be considered whenever a professor can project at least five years of full-time status (inclusive of the sabbatical), and a half-sabbatical will be considered in cases when at least three years of full-time faculty status can be projected (inclusive of the sabbatical).

5. Remuneration:

- a. A sabbatical leave approved by the trustees of the seminary shall be approved at full salary including benefits. (A leave of absence may be granted by the Board of Trustees without salary and with or without fringe benefits).
- b. The seminary will provide a sabbatical supplement for non-local sabbatical leaves in the amount of \$1,500 without regard to other grants received. An additional supplement for travel of \$500 will be provided when the sabbatical leave is taken outside North America.



Sabbatical Leave Policy

Updated February 2, 2019 from Faculty Handbook



The amount of the sabbatical supplement will be reduced by 50 percent in the event of a half sabbatical. Half sabbatical leaves may be approved for administrative personnel.

- c. No sabbatical supplement or travel expense will be provided for sabbatical leaves taken in Louisville, Kentucky, or vicinity unless specific provisions are included in the approved sabbatical leave plan.

6. Restrictions:

- a. Normally, no more than one member of a department should be on sabbatical leave during any semester.
- b. A sabbatical leave may be granted only when the seminary is able to make adequate provisions for the responsibilities of the sabbaticant to be met.
- c. Final commitment cannot be made to any individual for a sabbatical leave without trustee approval.
- d. During a sabbatical, the sabbaticant shall not have any administrative responsibility or committee responsibility.
- e. If a sabbatical leave is granted in which terms of the sabbatical are not in full accord with these policies and procedures, the exception must be approved specifically by the full Board of Trustees and recorded as an exception in the minutes.
- f. A sabbatical leave proposal must include a book contract (or the equivalent in the faculty member's discipline).
- g. The granting of future sabbaticals is conditional upon satisfactory fulfillment of sabbatical objectives during the previous sabbatical.

7. Process of Application

- a. A formal letter should be written, addressed to:

The Board of Trustees
The Southern Baptist Theological Seminary
Louisville, Kentucky 40280

Via: Dean of the School

- b. The letter should include:
 - i. Greeting: "Dear Members of the Board of Trustees:"
 - ii. Proposed dates and places of sabbatical
 - iii. Previous dates and locations of sabbaticals
 - iv. Book proposal and synopsis, name of publisher, and contractually agreed upon date of completion



Sabbatical Leave Policy

Updated February 2, 2019 from Faculty Handbook



- v. The following statement should be included in all letters: "I have read the current policy statement adopted by the seminary trustees entitled "Sabbatical Leave Program of The Southern Baptist Theological Seminary" and will accept a sabbatical leave under those terms."
 - vi. Signature and Title
 - vii. Description of Sabbatical Project
- c. Sabbatical proposals will be due to school deans two months before the trustee meeting in the semester in which they are submitted. The professor must discuss the sabbatical proposal with the dean of the school before submission.

8. Reports:

- a. The sabbatical plan which is submitted for trustee approval must include any anticipated continuing remunerative responsibility during the sabbatical. If the remunerative opportunity arises after the trustees have approved sabbatical plans, the acceptance of such responsibility requires advance approval of the appropriate dean or administrator. ("Continuing remunerative responsibility" is any service rendered a salary or stipend over more than one month or in a succession of months.)
- b. The sabbaticant is required to report to the appropriate school dean or administrator all income received to assist with sabbatical expenses, including salary, stipend, fellowships, scholarships, gifts, and grants.
- c. The sabbaticant is required to submit through the appropriate school dean or administrator a report on his/her sabbatical in time for it to be presented to the next meeting of the Board of Trustees following the completion of the sabbatical. The report should not exceed two pages and should include such items as places where major portions of the sabbatical were spent; writing, study, or research projects engaged in; and projects completed. In every case the report should indicate the correspondence between the purposes and plans of the sabbatical with those approved by the Board of Trustees. Recommendations to the trustees about the sabbatical program are appropriate parts of such a report.
- d. After the sabbatical, the sabbaticant will meet with the Senior Vice President for Academic Administration and Provost to report on objectives met during the sabbatical and will be available to meet with the Academic Personnel Committee of the Board of Trustees, at the request of the committee. Representative supporting materials such as manuscripts written, research notes taken, programs of recitals prepared, etc. should be submitted with the sabbatical report.



Sabbatical Leave Policy

Updated February 2, 2019 from Faculty Handbook



9. Dates for Sabbatical Leaves

Sabbatical leaves should be projected according to the following dates:

Full Sabbatical (Academic Year): August 1 - July 31

Full Sabbatical (Calendar Year): January 1 - December 31

One-Half Sabbatical: August 1 - January 31 or
February 1 - July 31

Teaching assignments may be made by the Dean immediately preceding or following these respective dates. Plans for extending sabbaticals beyond these stated dates should not be anticipated by sabbaticants.