

SABBATICAL LEAVE FOR BCS FACULTY

Responsibility of	Deans Council
Approved by	Faculty Senate December 5, 2019
Revision History	October 14, 2022; October 18, 2024
Next Review	2029

POLICY OVERVIEW

This policy outlines the process involved in granting BCS faculty Sabbatical Leaves.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all faculty of the College and Seminary.

POLICY STATEMENT

Sabbatical Leaves are intended for the following purposes:

- to provide faculty members an opportunity for concentrated professional development both for their own enrichment and for the benefit of our student body and of the wider Church.
- to encourage both academic research and writing and creative projects in fine arts, both for the health of our institution and in service to the Church.

PROCEDURES

Eligibility and Compensation for Sabbatical Leaves

Faculty members with demonstrated proficiency either in academic research and writing or in fine arts will be eligible to apply for:

- a four-month sabbatical at 80% salary after three years of full-time service as faculty members at Briercrest and having achieved Continuing Status. (For college faculty, the sabbatical will normally take place during the fall or winter semesters; for seminary faculty, the sabbatical may take place during the fall, winter or spring teaching terms.)¹
- a full-year sabbatical at 80% salary after six years of full-time service as faculty members at Briercrest and having achieved Continuing Status.

Applications will be evaluated on the basis of the following criteria:

- Elapsed time since previous sabbatical or other Briercrest-funded leave.
- Merits of the proposal. Specific objectives, methods to be employed, soundness of approach, creativity, and the clarity and comprehensiveness of the plans will be assessed. Proposals for research and writing projects will be strengthened by a relevant literature review.
- Evidence of proficiency. Prior writing (or creative work in the arts) will be examined. A letter of reference from an outside referee that assesses the candidate's ability to carry out the proposal is recommended. A current curriculum vitae should accompany all applications.
- Potential of the project to contribute to the faculty member's teaching, to his or her scholarship, and to his or her discipline.
- Potential of the proposal to facilitate rest, change, and renewal.
- Institutional Service. Applicants should outline the nature of their service at Briercrest including: teaching load; committee responsibilities; involvement with students.
- Extent to which the proposal documents efforts to locate external funding
- Rank. A faculty member on probation is not eligible to apply for a sabbatical until they have achieved Continuing Status.

Application and Approval Procedures for Sabbatical Leaves

A written application (the application should outline the proposed schedule, location, and budget [including any external funding]) *should be submitted to the Dean of the College or the Dean of the Seminary by September 30 of the academic year prior to the anticipated sabbatical leave*. Informal discussion with the faculty member's department head and dean concerning tentative plans should precede submission of the written application. Faculty members are encouraged to seek outside funding wherever possible, both to meet their sabbatical activity costs and to provide for replacement instruction of their courses in their absence from Briercrest College and Seminary. Since the research project should be the focus of the sabbatical, outside employment income is not normally considered a legitimate part of sabbatical revenue budgets.

Since sabbatical leaves are subject to funding and scheduling considerations, applications need the approval of the Provost, the Dean of the College or Dean of the Seminary, and the Dean's Council. If the approval of an application is delayed for budgetary or scheduling reasons, eligibility for subsequent sabbaticals will not be affected, but eligibility cannot be accumulated to extend the length of a given sabbatical leave.

Obligations of Faculty Members on Sabbatical Leave

Within two months of the completion of the sabbatical leave, the faculty member is expected to submit a full written report to the Dean of the College or the Dean of the Seminary and the Provost, indicating how the objectives for the sabbatical were met (or not met—with an explanation).

After completion of the sabbatical, the faculty member is committed to serve a minimum of two years on the faculty or to repay the sabbatical funds according to the following scale. Should the faculty member choose not to return to BCS, he or she would be responsible to repay 80% of the financial benefits received during the sabbatical leave within one year. If the faculty member left BCS within one year after the completion of the sabbatical, he or she would be responsible to repay 40% of the aforementioned benefits.

Employment Benefits of Faculty Members on Sabbatical

Arrangements need to be made by the faculty member with Briercrest's Human Resources Office to continue normal employment benefits during an approved sabbatical leave.

¹ For part-time faculty members and administrators, each application will be considered on its own merits and individual circumstances.

APPENDIX A

Related Forms/Policies	Rank and Promotion Policy Faculty Handbook
Where is this policy published	https://mybriercrest.ca/doc/?ID=488 Faculty Handbook
Contact Information	Dean of College Dean of Seminary

