School of Education Policy on Sabbatical Leave

I. Overview
The sabbatical leave program will be administered at the discretion of the Dean for the purpose of enabling faculty to engage in program development, research, and other activities supportive of the mission of the School of Education. The Dean may approve sabbatical leaves for one term with full pay or two terms with one-half pay (benefits are determined by level of pay). Each academic year has two sabbatical terms as follows:

Term I—July 1st – December 31st
Term II—January 1st – June 30th

II. Eligibility Requirements
Faculty may submit sabbatical proposals for consideration if they meet the following criteria:

- each applicant must have been employed by Johns Hopkins University for a minimum of six years in a full-time ranked faculty position (an applicant may only apply for sabbatical leave every seven years);
- each applicant must be a faculty member in good standing;
- each applicant must have attained the rank of Associate Professor or Professor;
- each applicant must request leave by July 1, at least one year prior to the requested academic year leave period. For example, an application for sabbatical leave for the fall of 2012 must be submitted by July 1, 2011.

III. Sabbatical Leave Committee
A Sabbatical Leave Committee, which will be advisory to the Dean, shall be formed to:

- recommend and/or review sabbatical leave policies and guidelines for the Dean;
- review applicants for sabbatical leave;
- recommend faculty for sabbatical leave to the Dean of the School of Education.

The Sabbatical Leave Committee shall be appointed by the Dean and shall comprise three ranked faculty members from within the School of Education.

IV. Proposal for Sabbatical Leave
Each faculty member requesting a sabbatical leave must submit a written proposal containing:

- explicit arrangements for meeting one’s responsibilities in the following areas: (1) teaching, (2) advising, (3) program coordination, (4) school- or university-wide committees, and (5) research;
V. Approval Process
After considering recommendations from the Sabbatical Leave Committee, the Dean will make the final decisions regarding approval or disapproval of proposals. Criteria to be considered include:

- potential impact of proposal on programs and mission of the School of Education;
- the probability of success of the proposed project;
- the staffing and budgetary implications.

VI. Notification
Faculty approved for sabbatical leave will receive notification via a letter from the Dean of the School of Education.

VII. Conclusion of Sabbatical Leave
At the conclusion of a sabbatical leave, each faculty member will submit to the Dean and members of the Sabbatical Leave Committee a report summarizing the benefits of the sabbatical leave to the individual faculty member, to the School of Education, and to the profession.