The Johns Hopkins University Carey Business School Policy on Sabbatical Leave

The primary purpose of a sabbatical leave is to provide an uninterrupted opportunity for intellectual refreshment and concentrated periods of scholarship. A sabbatical is intended to be of benefit to the faculty member and to the University. The faculty member may write, read, attend courses or conferences, or engage in academic activities at another institution.

The average sabbatical leave is for one semester, with some flexibility in duration. Financial support for a sabbatical is provided by general funds from the Office of Faculty and Research budget or from other sources that may be obtained for this purpose. Faculty may choose to take a one semester leave at full pay or a one year leave at half pay.

Tenured or tenure-track faculty who have been in a professorial position in the school for a minimum of six (6) full-time years are eligible for sabbatical leaves. Eligibility is subject to availability of financial support by the school.

Time taken for a sabbatical leave is included in the time-in-rank for promotion purposes. After a sabbatical leave, it is expected that the faculty member will spend at least one year at the school.

Procedure

Sabbaticals must be approved by the dean of the school.

Applications must be made at least one year prior to the intended start date of the sabbatical.

The faculty member will make an application to the Vice Dean for Faculty and Research. A work plan (two pages in length) developed by the faculty member must accompany the request. Arrangements for teaching, advising, committee service, and other responsibilities during the faculty member's absence must be indicated.

If the vice dean supports the application, a recommendation is made to the dean requesting the sabbatical.

The letter must specify the beginning and ending dates of the sabbatical, including deliverables such as a research presentation of a project from the sabbatical, journal submissions, etc.

If approved by the dean, the request will be forwarded to the Academic Board for review and approval.

Sabbatical leaves must be approved by the Academic Board before the beginning date of the leave. Retroactive requests will not be reviewed.