SABBATICAL LEAVE POLICY

The purpose of sabbatical leave is to provide an opportunity for senior faculty members to engage in scholarly, creative, professional, research, or other academic activities that will enhance the faculty member’s further contributions to the College.

Sabbatical leave may be granted to senior faculty members on the payroll of the Albert Einstein College of Medicine in every seventh year of their continuous fulltime service on the faculty of the College of Medicine. A request for a sabbatical leave may be postponed by the faculty member. Usually at least six years of fulltime service must separate successive leaves. Sabbatical leave privileges apply only to individuals at the rank of Associate Professor or above. The period of service is to be calculated from the time of first appointment to the faculty with a minimum rank of Instructor. Compensation from the College of Medicine (derived from all sources) during the sabbatical leave is either at the rate of the full annual salary for a six month leave or at the rate of half the annual salary for a twelve month leave. In the latter case, the faculty member may apply for and may receive extramural support designated specifically for the sabbatical leave to bring his total compensation to a level not to exceed the full annual salary. Salary arrangements are to be approved by the Department Chairman, Associate Dean for Finance and Administration and the Executive Dean. Full fringe benefits, including medical benefits, continue during sabbatical leave.

Sabbatical leave is granted only after consultation with and approval by the Chairperson of the department in which the faculty member holds a primary appointment. Granting of sabbatical leave is predicated also upon the ability of the department to provide clinical, teaching, research, administrative, and other activities usually performed by the faculty member. Final approval for sabbatical leave is required in writing from the Dean.

Sabbatical leave may not be used to assume another fulltime paid position elsewhere. In order to fulfill the purpose of sabbatical leave, it is expected that the recipient will continue his services at the College following the completion of sabbatical leave. This expectation would be waived only for reasons of health, disability, or other unusual circumstances.

After twelve or more years of continuous service without a sabbatical leave, a faculty member may request the Chairperson and the Dean to approve twelve months of sabbatical leave at full annual salary. Such requests will be approved only under special circumstances. All the requirements noted above continue to apply.

In the case of individuals granted a sabbatical leave and receiving their salary from a grant, effort should be made to continue the grant salary during the sabbatical leave, particularly in instances where the leave is to be spent in research activities supported by the grant. In all cases, salary to be paid by Albert Einstein College of Medicine during sabbatical leave is the responsibility of and is to be budgeted by the department in which the faculty member holds primary appointment.
No compensation is to be paid in lieu of taking a sabbatical leave.

The college assumes no responsibility for salary or other expenses for a faculty member in the employ of an affiliated institution who may be eligible for a sabbatical leave, as per the policy of that institution. Notification of the approval of such sabbatical leave should nevertheless be made promptly to the Dean by the Chairperson.

INSTRUCTIONS

The completed application should be forwarded to the Chairperson of your Department for approval at least 3 months prior to the commencement of the sabbatical leave. The Chairperson should submit this application to the Office of Academic Appointments for distribution to the Dean’s Office. After final action is taken upon the application the faculty members, and the Chairperson of the applicant’s department will be advised in writing if the request was approved or denied.

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