

relevant insurance company, the faculty member may retain life and health insurance coverage and active or inactive retirement fund membership. The College may require the faculty member to contribute all or part of the College's direct cost of life insurance and active retirement fund participation.

b) Sabbatical Leave

After six years of full-time service at the College, a faculty member is eligible for one sabbatical leave during each subsequent seven-year period of full-time service, including time on sabbatical leave. Thus a faculty member may be granted one sabbatical leave in the seventh through thirteenth years of service, one in the fourteenth through twentieth years of service, and so on. Ordinarily, however, a sabbatical leave will not be granted within four years of the completion of a preceding sabbatical leave.

Sabbatical leave will be for one semester at full salary or one academic year at half salary. An eligible faculty member may make application to the Division Dean, who will make a recommendation to the Provost/Vice President for Academic Affairs by January 1st of the academic year preceding the proposed leave. The President of the College will make a decision on the leave request and notify the faculty member in writing of that decision by March 1st. Note, however, that the failure of the President of the College to meet this deadline does not automatically entitle the faculty member to a positive decision.

Subject to three conditions, decisions regarding sabbatical leaves are discretionary with the President of the College. (1) No more than five percent of the total full-time faculty, rounded if necessary to the next highest whole number, shall have sabbatical leaves during any one academic year. (2) Contingent only on the availability of funds, the College shall grant at least one sabbatical each year if there is at least one qualified applicant. (3) There shall be no more than one sabbatical leave in any one department during a single academic year.

Each sabbatical leave request shall include a summary of the anticipated activities during the leave. Because the purpose of a sabbatical is to give a faculty member time to update professional skills through educational activities or to participate in other activities which will increase teaching effectiveness, the faculty member is not normally permitted to take a teaching position at another institution during the period of the leave.

Persons on sabbatical leave enjoy the same fringe benefits as other full-time faculty members.