

COLUMBIA UNIVERSITY
Office of the Provost

REQUEST TO POSTPONE SABBATICAL LEAVE
(See Sabbatical Leave Policies below)

Name

School/Department

I request a postponement of my scheduled sabbatical for the following reason:

(signed)

Date

Postponements and the exceptions to normal eligibility requirements need the approval of the following:

Chair of Department

Date

Executive Vice President/Dean

Date

Please return via email to: VPAcademicAppts@columbia.edu

SABBATICAL LEAVE POLICIES

- Each professor and associate professor having tenure is eligible for a sabbatical leave of one year at half salary or one-half year at full salary after completing twelve terms of full-time teaching in any professorial grade. A term taught during a sabbatical year in which one elects to take one term of leave at full salary is not credited as one of the twelve terms of teaching required for the next sabbatical.

- Periods of non-sabbatical leave, including partial leaves, do not contribute to sabbatical eligibility.

- A sabbatical leave is authorized only if no other leave of absence or exemption from teaching duties has been granted during the two years immediately preceding it. Exceptions to this provision require the approval of the Chair, the Dean or Executive Vice President, and the Provost.

- A sabbatical may be postponed for personal reasons with the approval of the Chair and the Dean or Executive Vice President. However, if the leave is not taken by the end of the second year after it is due, only one year of teaching during the period of postponement is credited toward the next sabbatical eligibility. If a sabbatical is postponed for the convenience of the department, school, or University, no penalty is incurred.

- Sabbatical leaves take precedence over other leaves when it appears that the number of requests for leaves from a department during a given term will affect adversely the offerings of courses or the supervision of dissertations by the department.

- For compelling personal or departmental reasons, a sabbatical leave may be anticipated by one or two terms, but such an arrangement requires the approval of the Chair and the Dean or Executive Vice President, as well as the special permission of the Provost.

- Sabbaticals are granted only to professors who plan to return to the University for at least one academic year of full-time service; exceptions are made only for those who are scheduled to retire during the academic year in which they are eligible for a sabbatical leave.

- Officers of instruction are not entitled to sabbatical leaves while holding administrative posts. When a tenured professor becomes an officer of administration, the time spent in administrative duties is considered the equivalent of full-time teaching and is credited toward a sabbatical leave, which is taken at the first opportunity after relinquishing the administrative post. Department Chairs in the Arts and Sciences and in the Fu Foundation School of Engineering and Applied Science earn additional semesters toward their next sabbaticals, according to the policies issued respectively by the Executive Vice President or Dean.

- A professor may not accept a teaching appointment, visiting professorship, or any full-time employment with another institution during a sabbatical since the primary purpose of such a leave is to provide an uninterrupted opportunity for research and intellectual refreshment. This restriction does not include a research post at another institution. However, a professor must obtain the prior approval of the relevant department chair and dean, director or executive vice president before accepting any compensated and titled research post or other compensated and titled appointment or affiliation at another institution of higher education, academic medical center, or research institute.

- Professors who are engaged in sponsored projects are expected to remain engaged in such projects during sabbatical. This means that while on sabbatical, the professor must continue to expend the appropriate amount of effort on their sponsored projects. In the event that the professor expects to reduce sponsored project effort significantly, or to disengage altogether during sabbatical, the professor must work with Sponsored Projects Administration to obtain prior approval from the funding agency.

- Since the sabbatical leave is considered part of the officer's service to the University, all benefits such as retirement premiums and medical, life and long-term disability insurance contributions are continued by the University during such a leave.