

Clarification Memo to the Enhanced Sabbatical Policy (effective immediately and approved for the inclusion into the new revised FPM)

Sabbaticals

Simmons's standard sabbatical policy states that faculty members are eligible for:

- 1) Half-year sabbatical – 100% annual base salary
- 2) Full-year sabbatical – 50% annual base salary

Faculty members are encouraged to take full-year sabbaticals if such extended time away from the classroom can help to advance their scholarly productivity. In order to incentivize more faculty grant activity, Simmons will begin an enhanced sabbatical program in which a faculty member can apply for up to 100% of salary during a full-year sabbatical.

There are two possible enhancements:

- 1) Full-year sabbatical with two submitted external grant/fellowship applications – 75% annual base salary
- 2) Full-year sabbatical with funded external grant/fellowship proposal that covers at least 25% of annual base salary during the sabbatical year – 100% annual base salary

In the first case, if a faculty member applies for at least two external grants in the years leading up to sabbatical, they may apply to take a full-year sabbatical at 75% of salary. This amounts to 25% of base salary, in addition to the standard 50% for full-year sabbaticals. The grant applications do not have to be accepted to earn these funds; however, the grant to which the faculty member applies must be approved as eligible by the Dean and the Office of Sponsored Programs and will ordinarily include salary support.

In the second case, a faculty member can earn up to 100% of salary if they apply for at least two external grants in the years leading up to the sabbatical AND receive a grant that for the full-year sabbatical period that covers at least 25% of the faculty member's salary.

In no case can a faculty member earn more than 100% of their salary for the contract period. They may, of course, earn grant salary during summer months not covered by their contracts.

Simmons University recognizes only grant and fellowship activity that goes through the Office of Sponsored Programs.

Per Simmons Faculty Policy Manual, section 2.7.B.3: When a faculty member receives compensation from other organizations or institutions to support the sabbatical, the faculty member's total salary from all sources shall not exceed the faculty member's normal University-based salary for the period of the sabbatical. In cases when individual fellowships or awards are granted directly to a faculty member and not to the institution, a faculty member must report that to the Office of Sponsored Programs, so that an adjustment to allowable compensation should be made and approved by the respective Dean of the College and the Provost to ensure the compliance with the current sabbatical policy.