

1. PURPOSE

The American University of Paris considers sabbatical award an investment in its faculty and in its future. Sabbaticals are awarded in order to accomplish a range of professional activities such as scholarly and pedagogical projects, fieldwork and creative pursuits. This policy sets out the rules and procedures concerning the award of sabbatical leave.

2. WHO IS AFFECTED BY THIS POLICY

Faculty.

3. POLICY STATEMENT

A. Award

1. To the extent possible, the University awards sabbatical leaves of one semester at full salary or one year at half salary to all permanent faculty members.
2. A course reduction over several semesters as an equivalent for one semester sabbatical may be negotiated with the Provost.

B. Eligibility for application

1. Faculty are eligible after six years of service at the University and as of the seventh year of service after a sabbatical leave.
2. Up to two semesters away from the University in grant-funded research may be counted toward eligibility.
3. Candidates with special circumstances or outside funding opportunities should consult with the Provost as early as the Spring prior to the year of application.

C. Conditions

Insofar as the University considers a sabbatical award an investment in its future, accepting awarded leave implies the obligation to return to service at the University for a period of time equal to the length of the leave.

D. Application procedures

1. Applications should be in the form of a letter addressed to the Provost, who informs the Chair of the Committee on Faculty Rank and Promotion.
2. The faculty member's application must include a statement from the department chair. Prior clearance from the faculty member's department is necessary to ensure replacement of the applicant's courses.
3. If the faculty member applying for a sabbatical leave is a department chair, the letter of application must include a recommendation for a temporary acting chair replacement and the prior acceptance of the designated chair.
4. Sabbaticals are awarded in order to accomplish a range of professional activities such as scholarly and pedagogical projects, fieldwork and creative pursuits. Details on how the sabbatical period is to be used should be contained in the letter of application, specifying the scholarly and professional activities to be pursued during the leave time.
5. The letter of application should also contain substantial justifications of why such leave should be granted. Justifications might range from articles already written in the field, documented evidence of work in progress, detailed project summaries, proof of commissioned work or relevance of teaching.
6. The letter of application should indicate how the leave will enhance the professional life and development of the faculty member and, at the same time, specify ways in which the University will benefit.
7. Applications for sabbatical to should be submitted to the Provost not later than November 1.

E. Examination of applications

1. After deliberation on the request(s) for leave, no later than December 1, the Committee on Faculty Rank and Promotion submits to the Provost its recommendations in order of preference, with a copy to the faculty member.
2. Depending on available resources and following the recommended order established by the Committee, the Provost then awards sabbatical leaves.
3. The Provost communicates his/her decision to each faculty member concerned, with a copy to the Committee on Faculty Rank and Promotion.

F. Requirements following sabbatical leave

In the semester following the sabbatical leave, the faculty member will submit a detailed written report of his/her sabbatical activities to the Provost with a copy to the Chair of the Committee on Faculty Rank and Promotion.

4. RESPONSIBILITIES

The Provost and the Committee on Faculty Rank and Promotion share responsibility for administration of this policy.

5. DEFINITIONS

“Faculty member” An employee of the University whose contract states that he/she is a faculty member.

“Employee” Any person who is linked to The American University of Paris by an employment contract.

“Permanent contract” Contract of employment with no limit in duration of time.

6. APPROVALS & HISTORY

This longstanding policy was reviewed in February 2018. The next review will take place in November 2021.

7. ISSUING OFFICE AND CONTACT

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