

## NEW YORK UNIVERSITY ABU DHABI Guidelines for Sabbatical Leave for Tenured Faculty

Effective Date: April 24, 2024

Supersedes: December 4, 2019 Version

Issuing Authority: NYUAD Office of the Provost

Responsible Officer: NYUAD Office of the Vice Provost

### Introduction

Faculty planning to apply for a sabbatical should review the Sabbatical Leave section in the New York University Faculty Handbook, which discusses NYU's purpose and procedures governing sabbatical leaves.<sup>1</sup>

### Purpose

A sabbatical leave, as distinguished from a terminal leave, a leave without compensation, or a leave for reasons of health, is defined as a leave for the purpose of encouraging faculty members (including administrative officers who hold faculty rank) to engage in scholarly research or other activities that will increase their scholarly achievement or their capacity for service to the University.

A sabbatical leave is considered a privilege rather than a right and should cause minimal disruption to the respective school or academic unit.

Sabbatical leave is not automatically granted according to years of service or tenure status.

A sabbatical leave will not be granted for the purpose of taking regular academic or other employment of pecuniary advantage elsewhere. (A partial exception to this policy, applicable to certain kinds of research grants, is explained below.)

### Eligibility

Eligibility for a sabbatical leave is limited to full-time members of the faculty who have attained tenure and completed six years of full-time service as members of the faculty at New York University Abu Dhabi.

Faculty members typically accrue time towards sabbatical at the rate of one year towards sabbatical per one year of active service. Once a faculty member has obtained six years towards sabbatical, the faculty member remains eligible for sabbatical, and further years towards sabbatical are not accrued until the

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<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/policies-applicable-to-tenured-and-tenure-track-faculty/additional-faculty-policies-applicable-to-tenured-and-tenure-tra/sabbatical-leave.html>

sabbatical is taken. Additional years towards sabbatical, beyond the three years required for one semester sabbatical or the six years required for a full-year sabbatical, are not “banked” towards future sabbaticals.

For the first sabbatical at NYUAD, six years of service must have accrued. Thereafter, faculty can accrue six additional years and then take a year of sabbatical at 75% of salary or a semester of sabbatical at 100%. In general, at least six years must elapse between consecutive sabbaticals. Alternately, faculty can accrue only three years towards sabbatical and take a semester of sabbatical at 75%. Upon return from that sabbatical accrual begins anew.

It is stipulated that at the conclusion of a sabbatical leave the faculty member will forward to the Dean copies of a report on the activities undertaken during the period of the leave.

## **Application**

Applications for sabbatical leave must provide a detailed statement of professional plans for the leave, a discussion of the timetable, and include a statement of goals against which sabbatical activities may be evaluated.

In addition, the application should provide a justification for how the activities proposed for the sabbatical leave will have value for the applicant, as well as the applicant’s respective academic unit, NYUAD, and/or the University.

If any of the stated conditions of the proposed sabbatical leave change during or after the application process (i.e. location, external grant funding, or host institution, etc.), the faculty member needs to immediately notify the respective Dean to initiate a new review of the application.

## **Review Criteria**

In reviewing an application for sabbatical leave, the following criteria will be applied:

1. Proposal focus and formulation
2. Proposal product or outcome
3. Reasonableness of timetable
4. Enhancement of faculty member’s scholarly achievement and/or capacity for service to the University
5. Career Extension/Re-organization or enhancement of current role
6. Rationale that indicates the value of the outcome of the sabbatical to the faculty member, respective academic unit, NYUAD, and/or the University
7. Approval of sabbatical leave causes minimal disruption to school and divisional programs

## **Procedure for Granting a Sabbatical Leave**

Application for a sabbatical leave should be made in writing by the faculty member and submitted to the

Dean no later than December 1 preceding the academic year for which the leave is sought. Because of the impact of a leave on curricular planning, early application is recommended.

The Dean must forward the application with an accompanying recommendation to the NYUAD Provost on or before the following December 15. The recommendation shall include a statement of the proposed method of handling the normal duties of the faculty member while on leave provided by the respective Program Head.

The Dean must forward each application to the NYUAD Provost, who will send it to the Office of the NYU Provost on or before January 15 together with his/her recommendation.

The Office of the NYU Provost, after such additional consultation with the NYUAD Provost, as may be desirable, will announce the determination to the NYUAD Provost, who will then communicate it to the respective NYUAD Dean and faculty member.

### **Sabbatical Leave and Sponsored Research and Related Activities**

All sabbatical leave arrangements approved by the University carry the restriction that the faculty member is not permitted to engage in any form of regular academic or other employment to supplement the sabbatical salary.

However, a member of the faculty is entitled to supplement the salary provided by the University during the period of leave with funding provided by an external sponsor for research and related activities, in an amount approved by the sponsor, so long as the total compensation is no more than the full base salary and the leave otherwise comports with the terms and conditions of the award.

The faculty member must take the initiative to report plans for sabbatical leave to the sponsor and identify the salary supplementation explicitly in the proposal whenever possible and must be made known to the program heads and Dean at the time of request for sabbatical leave that such funding is being, or will be sought from the sponsor.

### **Term and Compensation of the Sabbatical**

In general, a sabbatical leave is granted to the eligible faculty member, starting September 1, for the usual teaching terms (i.e., September to June inclusive) of one academic year, at three-quarters of the annual base salary.

However, as an alternative, a faculty member who has qualified for a full year of sabbatical leave at three-quarters salary may apply for such sabbatical to be divided into two terms falling within a seven-year period, each such term representing a seventh semester at three-quarters of the base salary applicable thereto.

As another alternative, a faculty member who is qualified for a full year's sabbatical leave at three-quarters of salary may elect, in lieu thereof, to apply for only one semester of sabbatical leave during the sabbatical year, at the full base salary for that semester.

The cost of replacing a faculty member during sabbatical leave will be kept as low as possible by arrangements such as rotating ("bracketing") courses, employing part-time faculty members, and making internal adjustments in the programs concerned.

The housing and transportation allowance will align themselves with the respective length of sabbatical leave. Home leave travel allowance and research funding will remain unaffected. The faculty member is also expected to maintain an active UAE residency visa.

### **Benefits During Sabbatical Leave**

During a leave of absence, benefits may be affected. The Office of Academic HR at NYUAD should be contacted for details regarding how to continue benefit coverage and the length of time for which benefits may be continued.

It is a faculty member's responsibility to contact the Office of Academic HR at NYUAD to arrange for the continuation of benefits. More information is available in the benefits booklets or at the Benefits Office.

### **Sabbatical Report and Assessment**

When the faculty member returns from a sabbatical leave of any duration, he/she is required to submit a written report on sabbatical activities and outcomes to the Divisional Dean. The written report should be submitted within 30 days of returning from sabbatical leave. The sabbatical leave report is also submitted to the Office of Academic HR by the Divisional Dean for review by the NYUAD Provost.