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## **2055: SABBATICAL AND OTHER LEAVES**

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### **A. EDUCATIONAL LEAVE**

Lecturers in the SOE series are eligible for Educational Leave. Educational Leave is granted for the purpose of allowing Lecturers in the SOE series to engage in intensive programs of study and/or professional development, thus to become more effective teachers and scholars and to enhance their services to the University.

Leave credit accrual and usage will follow the policies for accrual and use of Sabbatical Leave credits (**APM 740 Charts III-IV, MAPP 2015**). An appointee in the SOE series whose start date is prior to July 1, 2016 will receive ½ credit per semester of service prior to that date, up to a maximum of nine credits. Also effective July 1, 2016, appointees may transfer half of the credits earned in a different series (i.e., Professor series) up to a maximum of nine credits. It is preferred that appointees in this series take Educational Leave in non-consecutive one-semester increments due to the instructional need of the Schools for their services. A return to University service, equal to the time period of the leave, will be required. Failure to return to service will create an obligation on the part of the Lecturer to refund the entire salary received during the leave.

Within ninety calendar days of returning from Educational Leave, the Lecturer will submit to the Dean a concise report of the results of the leave, including an account of progress made. The report will become part of the supporting documentation included in the next academic personnel review file; the review file will not be processed unless the report is included.

### **B. “STOP-THE-CLOCK”**

For determining service toward the eight-year limit, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years (**APM 133-17.g**).