

July 1, 2007

HUMANITIES DIVISION CHAIRS

Re: Faculty Workload and Sabbaticals/Leaves Without Salary (for teaching/research)

Dear Colleagues:

I am pleased to inform you that I am extending the following workload policy for Humanities Division faculty who take sabbatical and leaves without salary (for teaching/research). This policy was initially issued in February 2001, after full consultation with all required parties.

The following formula assumes the campus standard annual workload of five course equivalencies (four actual courses and one equivalency for academic service related activities). It is not limited to a single academic year, but applies equally to non-consecutive sabbaticals and leaves without salary (for teaching/research).

- In the first quarter of sabbatical or leave, the workload would be reduced by one course;
- In the second quarter of sabbatical or leave, the workload would be reduced again by one course;
- In the third quarter of sabbatical or leave, the workload would be reduced by two courses.

For curricular or other reasons, if allowing two courses of workload reduction in a single year poses a hardship on the department, the chair might allocate a course relief that could be deferred until another year.

For purposes of calculating accrued workload reduction credits to date, this policy is retroactive to the 1998-99 academic year. The policy applies only to regular sabbatical leaves or leaves without pay (for teaching/research). Other forms of workload reduction due to medical and family leave or administrative course relief, for example, will not count.

Faculty will be allowed to "bank" workload reduction credits even after they have taken a two-course reduction. For example, someone who took a one-quarter sabbatical in 1998 and a year-long leave without salary in 1999-00 would retain one workload reduction credit toward future use at the appropriate time.


In order to implement this policy, the Humanities Division will provide departments with leave histories on all ladder rank faculty, when requested. Departments are responsible for tracking the teaching load of faculty during the years when they have one or two quarter sabbaticals or leaves without salary (for teaching/research). The Division will not adjudicate faculty requests should disagreements arise. Such

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adjudication shall take place between the faculty member and the department chair, who has final authority over faculty course assignments.

Please disseminate this new Divisional Policy widely among faculty. I appreciate the time and energy spent by Chair Jordan to develop this proposal.

Sincerely yours,



Georges Van Den Abbeele
Dean of Humanities