

Sabbatical Leave Policy

Members of the MSU faculty may be granted a sabbatical leave of absence for either one-half year with full pay, or one full year with half pay, for the purpose of study, research, or other purposes that will increase the faculty member's professional development. MSU provides sabbatical leaves in order to maintain a high level of academic excellence by allowing faculty opportunities for scholarly or professional growth. Typical sabbatical undertakings include, but are not limited to, activities that enhance teaching or research, educational coursework, writing, work related to the visual and performing arts, and travel for the purpose of study or research.

1. All sabbatical leaves are subject to approval of the President upon recommendation from the Tenure, Promotion and Awards Committee and Vice President for Academic Affairs.
2. The faculty member awarded such a leave is required, within six weeks of returning from leave, to submit a report of sabbatical leave activities to the Vice President for Academic Affairs.
3. A full-time faculty member is eligible for a sabbatical leave after he/she has served full-time for six (6) years at the campus.
4. The faculty member shall submit an application for a sabbatical leave that will include the purpose of the sabbatical, a description of the proposed project and a statement of the time requested, which shall be either one-half or one full year.
5. Applications for sabbatical leaves must be received by the Tenure, Promotion and Awards Committee by November 1 of the prior year.
6. The President shall respond in writing to the applicant's request and indicate the reasons for approval or denial. A copy of this response shall be provided to the Vice President for Academic Affairs, the affected division and the Tenure, Promotion and Awards Committee.
7. The campus will grant up to two sabbatical leaves during one academic year, contingent on the availability of funds.
8. It is expected that the recipient of a sabbatical leaves will return to MSU for a minimum of one academic year. If not, the recipient shall reimburse the University in full for the salary received and fringe benefits paid during the leave.

Approved: August 10, 2004

Reviewed: Fall, 2008

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Sponsor: President's Cabinet