



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Function*
• Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 7.2

Effective August 13, 2009

Sabbatical Leave

Letter from the President

Rules and Regulations

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

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Staff Handbook

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Employees covered by this policy

This policy applies to all Faculty employees at LU and applicants of positions.

Policy

A faculty member who has been employed full time by Lincoln University six consecutive years and who has been awarded continuous academic tenure is eligible to apply for a sabbatical leave. The person who is granted a sabbatical leave is entitled to one-half an academic year at full salary or a full academic year at half salary.

Faculty members who wish to apply for a sabbatical leave must write a letter of application addressed to the Board of Curators, transmitted through the appropriate academic channels beginning with the immediate supervisor. The application for leave with pay shall include a precise statement of planned activities designed to contribute to the professional growth of the applicant and to the benefit of the university. At the end of the sabbatical leave period, the faculty member shall submit a report to the VPAA detailing the nature and extent of activities engaged in during the leave.

The faculty member who completes a sabbatical leave must return to Lincoln University for at least one semester following the sabbatical. A faculty member who does not return following the sabbatical will be required to refund to the university, on a prorated basis, the salary received during the leave. Sabbatical leave shall be dependent upon available funding, as determined by the president in consultation with the vice president for Academic Affairs.

• UHRS •

University Human Resource Services

Revised July 9, 2009

URL: <http://www.lincolnu.edu/pages/2259.asp>

Comments concerning content and the Web site: policy@lincolnu.edu