



# UNIVERSITY OF BRIDGEPORT

## POLICY AND PROCEDURE

Title:	<b>Sabbatical Policy</b>
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### POLICY STATEMENT:

This document describes the University of Bridgeport's policy regarding full-time faculty who request extended leave from their regular responsibilities to pursue a project that contributes to the University's mission, goals, and purposes. A faculty member with the rank of assistant, associate, or full professor may apply for a one to three-semester Faculty Scholarly Leave (sabbatical) after 5 years of **full-time** employment. The faculty may also reapply for sabbatical every 5 years after the first time. Granting the sabbatical is department-dependent and is up to the chair/program director and Dean. For a faculty member on an academic year appointment, sabbatical leave may be for one semester at full regular pay or for two semesters at half regular pay. A limited number of full-time sabbaticals at three-quarters regular pay will be made available for regular faculty whose proposals for such leave are of exceptional quality and have records of teaching scholarships and services sitting university give evidence which would lead to the reasonable expectations of significant professional development during the sabbatical. The sabbatical activity must clearly contribute to the University's mission and should be consistent with the emphasis that the University places on its teaching mission. The application process is competitive, considers a department's financial and logistical circumstances, and must be approved through the appropriate levels of the University's academic administration.

### PROCEDURE DETAILS:

1. Sabbatical leave is granted to full-time faculty to support professional development activities—such as research, writing, or other scholarly work—that contribute to the mission of the University.
2. Faculty members are eligible to apply for sabbatical leave no more than once every five years. All requests must disclose any external funding or employment associated with the proposed sabbatical.
3. Sabbatical leave is awarded through a competitive review process involving faculty and administrative leadership, with final approval granted by the President. Approval is contingent upon the quality of the proposal and the availability of institutional resources.
4. Faculty granted sabbatical leave are expected to return to the University for at least one full academic year following the leave. Failure to meet this obligation may require repayment of salary and benefits received during the sabbatical, except in cases of extenuating circumstances.
5. Upon completion of the sabbatical, faculty are required to submit a report and share the outcomes of their work with the University community.
6. The Provost, in consultation with appropriate governance bodies, is responsible for overseeing the sabbatical process. Exceptions to this policy may be granted at the discretion of the Provost and President.

### PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STUDENT HANDBOOK

FACULTY HANDBOOK

STAFF HANDBOOK

### DEFINITIONS:

N/A

### EXCLUSIONS:

Assistant Rank

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Faculty Senate, Dean's Offices, Provost's Office, Office of the President

**HISTORY:**

Created: September 2025

Approved by OIE: [Date]

Approved by Cabinet: [Date]

Last Reviewed/Revised: [Date]

<b>EFFECTIVE DATE:</b>	Spring 2026
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Office of the Provost
<b>REVIEW DATE:</b>	Annually during the summer semester

**APPENDIX:**