



**Policy Series #: 4000 – Human Resources**  
**Policy Manager: Celeste Ruble**  
**Sabbatical Leaves**

**Purpose:** Riverland Community College hereby adopts MnSCU Board Policy 4.7 Sabbatical Leaves in full, as Riverland Community College Policy. Sabbatical Leaves are provided to maintain the high level of academic excellence necessary to meet the missions of the Minnesota State Colleges and Universities and its institutions. Sabbatical leaves may be awarded for various reasons related to scholarly or professional growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the applicant. Typical sabbatical undertakings include, but are not limited to, activity that enhances teaching or research, writing, work related to the visual and performing arts (creation or performance), post-terminal degree study, and travel for the purpose of study or research.

**Part 2. General Principles Regarding Sabbatical Leaves**

**Subpart A.**

1. Employees accrue sabbatical leave credit under the relevant collective bargaining agreements or the Personnel Plan for MnSCU Administrators.
2. Application to take a sabbatical leave is made to the President, Chief Academic Officer or the Chancellor as specified in the collective bargaining agreement or the Personnel Plan for MnSCU Administrators. The application should contain a description of the project, including an elaboration of the benefits to the college, university, or the MnSCU system.
3. The faculty member or administrator awarded such a leave is required, within a specified period of time following return from leave, to submit a report of sabbatical leave activities.
4. Following sabbatical leave, all employees are required to return to college, university, or MnSCU system service in accordance with the collective bargaining agreement or Personnel Plan for MnSCU Administrators.

**Subpart B.**

1. Salary while on sabbatical leave varies within the provisions of the collective bargaining agreement or Personnel Plan for MnSCU Administrators.
2. Sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided that activities resulting from additional compensation are not in conflict with the purposes of the sabbatical leave.
3. Sabbatical leave pay may be supplemented by continued normal consulting arrangements, provided they do not conflict with the purpose and spirit of the sabbatical program.

**Part 3. Annual Report.** The Sr. Vice Chancellor for Academic Affairs and the Vice Chancellor for Human Resources will provide a Sabbatical Leaves Report to the Board of Trustees each year. The report shall include, but is not limited to, the number of leaves, the types of leaves taken, the cost of such leaves and a summary of the results achieved.

**Definitions:** n/a

**Does this policy have a procedure?** No.

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Date of Initial Review by President’s Cabinet: 2/14/2013

AASC Review (if applicable):

FSGC Review (if applicable): 4/24/2013

Date of Final Approval / Policy Adoption: 6/13/2013

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