

Faculty Sabbatical Leave Process and Procedure For the Schools of Medicine

Purpose

Sabbatical leave is subject to the Faculty Handbook for the NYU Grossman School of Medicine and the NYU Grossman Long Island School of Medicine (the “Faculty Handbook”). In summary, a sabbatical leave, as distinguished from other types of leave, is defined as a leave with the goal of encouraging faculty members to take part in scholarly activities that will increase their academic achievement and their capacity for service to the NYU Grossman School of Medicine (“GSOM”) and/or NYU Grossman Long Island School of Medicine (“GLISOM”)(collectively the “Medical Schools”). A sabbatical leave is considered a privilege rather than a right and should cause minimal disruption to the department. Please refer to the Faculty Handbook for a more detailed discussion of sabbatical leave.

Sabbatical leave is granted on the understanding that the faculty member has an explicit obligation to return to their position at full service for a minimum of two (2) years and will not accept a position elsewhere during that time. If a faculty member does not return from sabbatical and remain in full service at GSOM or GLISOM (as relevant) for two years following the end of the sabbatical period, then the faculty member will be required to reimburse their Medical School for all compensation received during the sabbatical period. At the conclusion of the sabbatical leave, the faculty member must forward to the Dean of their Medical School a detailed report on the professional activities and accomplishments achieved during the sabbatical leave.

Eligibility

Eligibility for a sabbatical leave is limited to full-time members of the faculty who (1) have achieved tenure, (2) are greater than 80% research effort, (3) have completed six years of full-time service as members of the faculty at either GSOM or GLISOM, and (4) have met the performance expectations set forth in the Policy on Performance Expectations for Research Faculty for each of four of the five years prior to sabbatical leave including the year immediately prior to the year in which sabbatical leave is being requested. Sabbatical leave is not automatically granted according to years of service or tenure status. In general, at least six years must elapse between consecutive sabbaticals. At the conclusion of a sabbatical leave, the faculty member will forward to the Department Chair and the Dean of their Medical School or their designee copies of a report on activities undertaken during the period of leave.

Term and Compensation of the Sabbatical

In general, a sabbatical leave is granted to an eligible faculty member for one year at three-quarters of that portion of total salary allocated to research and education. However, as an alternative, a faculty member who is qualified for a full year’s sabbatical leave at three-quarters of that portion of total salary allocated to research and education may elect, in lieu thereof, to apply for only six months of sabbatical leave during the sabbatical year at their full salary allocated to research and education.

Process and Procedure for Considering and Granting a Sabbatical Leave

1. A faculty member seeking approval for a sabbatical leave must submit a written application (“Application for Sabbatical Leave”) to their Department Chair, and their Department Chair must submit their application to the Office of Faculty Records no later than six and a half months preceding the proposed sabbatical start date. Because of the impact of a leave on departmental planning, early application is recommended.

- a. In the application, the faculty member must provide a detailed statement of their professional plans for the leave, a discussion of the timetable, and a statement of goals against which sabbatical activities may be evaluated. In addition, the application should provide a justification for how the activities proposed for the sabbatical leave will have value for the applicant, as well as the applicant's department and GSOM or GLISOM, as applicable. If any of the stated conditions of the proposed sabbatical leave change during or after the application process (i.e., location, external grant funding, or host institution, etc.), the faculty member needs to immediately notify the Dean of their school to initiate a new review of the application.
2. The Department Chair will evaluate applications for sabbatical leave in accordance with the following criteria:
 - a. The focus and formulation of the faculty member's proposal of activities during the sabbatical;
 - b. The anticipated product or outcome of the activities undertaken during the sabbatical
 - c. The reasonableness of the timetable of the activities to be undertaken during sabbatical;
 - d. How the faculty member's scholarly achievement and/or capacity for service to the department and GSOM or GLISOM (as applicable) will be enhanced;
 - e. How the sabbatical will enhance the faculty member's current role; and
 - f. The faculty member's rationale of the value of the outcome of the sabbatical to the faculty member, their department, and GSOM or GLISOM, as applicable.
 3. If the Department Chair supports the sabbatical application, the Department Chair must submit the Application and their supporting letter for sabbatical leave to the Office of Faculty Records, who will route the application to the Vice Dean of Education, Faculty and Academic Affairs and Dean for approval at the respective medical school, on or before six and a half months prior to the start of the sabbatical. The supporting letter shall include a statement of how the faculty member's duties will be handled during the sabbatical.
 4. If the faculty member's Dean approves the sabbatical, the corresponding Office of Faculty Records must forward each application and the accompanying recommendation of the Department Chair, together with the Dean's own recommendation, to the NYU Office of the Provost for approval.
 5. Once the Office of the Provost approves or denies the sabbatical leave, the faculty member will be notified.
 6. It is the responsibility of the faculty member's department to make changes during the sabbatical period to faculty member's funding sources, shifting the appropriate sabbatical support not being covered by grants to the respective School of Medicine.

Sabbatical Leave and Sponsored Research and Related Activities

All sabbatical leave arrangements approved by the Medical Schools carry the restriction that the faculty member is not permitted to engage in any form of regular academic or other employment to supplement the sabbatical salary. However, a member of the faculty is entitled to supplement the salary provided by the Medical Schools during the period of leave with funding provided by an external sponsor for research and related activities, in an amount approved by the sponsor, so long as the faculty member's total compensation

is no more than the full base salary and the leave otherwise comports with the terms and conditions of the award. Upon approval of the sabbatical, the faculty member is required to notify the Office of Sponsored Program Administration (SPA), who can advise the faculty member, among other things, about reporting plans for sabbatical leave to the sponsor and identifying the salary supplementation explicitly in the proposal whenever possible. The faculty member must make known to the Department Chair and Dean at the time of request for sabbatical leave that such funding is being, or will be, sought from the sponsor.

AEC

Calculation of extramural funding during the AEC process will not include the sabbatical period. Extramural funding for the sabbatical period will be pro-rated to take into account the sabbatical period.

Benefits during Sabbatical Leave

During a sabbatical leave, a faculty member's benefits may be affected. Faculty members should contact the Benefits Office for information regarding benefits during sabbatical leave, including how to continue benefit coverage, the length of time for which benefits may be continued, and other information related to benefits. It is a faculty member's responsibility to contact the Benefits Office to arrange for continuation of benefits.

Sabbatical Report and Assessment

When the faculty member returns from a sabbatical leave of any duration, they are required to submit a written report on sabbatical activities and outcomes to their Department Chair. The written report should be submitted within 30 days of returning from sabbatical leave. The sabbatical leave report must also be submitted to the Office of Faculty Affairs by the Chair for review by the Vice Dean for Education, Faculty and Academic Affairs and the Dean.

Date: April 1, 2025