Paid Sabbatical Leaves for Tenured Faculty

- Individuals holding the position of tenured professor or tenured professor in practice may be granted paid sabbatical leave for personal study or to conduct design and/or scholarly activities.

- Obligations to doctoral students must be fulfilled. It is expected that faculty on half-year sabbatical teach their required course(s) during the semester they are in residence. Teaching courses at another institution requires permission of the dean and the Corporation.

- Sabbatical leaves:
  - may be requested after twelve full academic terms of continuous or discontinuous service in regular academic status.
  - may be granted for one academic year at half the base salary or for one term at the full base salary.
  - may not be linked with unpaid professional leaves and must be preceded by three years active duty in residence.

- Applications for sabbatical leave shall be made a minimum of six months in advance with a brief description of the intended creative activity appended. Sabbatical requests are submitted using the Long-Term Leave Request Form and are subject to approval by department chair and dean.

- Credit for sabbatical leave may not be accrued beyond twelve terms. Tenured professors in practice accrue sabbatical leave based on the average full-time equivalence of their appointments for the previous twelve terms of active service. Persons requesting sabbatical leave are expected to return to Harvard for a minimum of one full year at regular status following the leave or to refund the amount of the salary paid during the leave.

Excerpted and condensed from the GSD Faculty Policies Handbook, page 39

This document provides a brief summary and definition of terms, based on the full policies as described in the Faculty Policies Handbook. In the case of a discrepancy between this document and the Handbook, the language in the Handbook shall override this document.