



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 35

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.