10.2.3 Policy

The following rules and procedures shall henceforth apply to the granting and administration of all sabbaticals at Mines.

A. Mines may not authorize a sabbatical or an extended period of paid administrative leave for any person holding an administrative position, except that it may, for a reasonable period of time, authorize such employees to take paid administrative leave for disciplinary or investigative reasons. Accordingly, administrative faculty members do not qualify for sabbaticals hereunder. Due to the nature of their positions, research faculty members are likewise ineligible for sabbaticals. The Board is aware that certain administrative positions at Mines are filled by tenured academic faculty members whose status hereunder may be unclear. For the purposes of this policy, an "administrative position" shall be defined to mean any position that does not require at least fifty percent of total effort to be devoted to teaching and academic research.

B. Mines may not grant a sabbatical for any faculty member more than once every seven years. A tenured faculty member shall first become eligible for a sabbatical after six years of service to Mines (i.e., in the seventh year). To qualify for a sabbatical, the faculty member must have actively served in a full-time, tenured and/or tenure-track position for the six-year period, or an aggregate of twelve semesters. Time spent on unpaid leave is not counted as fulfilling this requirement. In order to be eligible for a subsequent sabbatical, a faculty member must actively serve Mines for six more years following completion of the previous sabbatical, have satisfied the report requirement after the previous sabbatical (described in Paragraph I below), and have meet all other requirements associated with sabbatical leave outlined in this Policy. Time served by a tenured faculty member in an administrative position shall count toward fulfillment of the service requirement. A sabbatical may not be granted to any faculty member serving on a transitional appointment. Mines may delay, for up to one academic year, the taking of a granted sabbatical when it determines that such delay is necessary to avoid significant disruption to Mines operations and the delay will advance the excellence of Mines’ delivery of services. When Mines requires a delay in taking a sabbatical, the faculty member will be eligible to seek a grant of sabbatical for the seventh year following the year in which Mines granted the prior sabbatical. A sabbatical approved for a full year must be completed in two consecutive semesters. A sabbatical may not be granted to any faculty member serving on a transitional appointment. Mines may delay, for up to one academic year, the taking of a granted sabbatical when it determines that such delay is necessary to avoid significant disruption to Mines operations and the delay will advance the excellence of Mines’ delivery of services. When Mines requires a delay in taking a sabbatical, the faculty member will be eligible to seek a grant of sabbatical for the seventh year following the year in which Mines granted the prior sabbatical.