



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
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PROVOSTINST 12630.3J
2/VP
5 Mar 2024

PROVOST INSTRUCTION 12630.3J

From: Provost, U.S. Naval Academy

Subj: SABBATICAL LEAVE

Ref: (a) PROVOSTINST 5400.2 USNA Faculty Handbook

1. Purpose. To publish the procedures relating to the granting of sabbatical leave to members of the Naval Academy faculty.
2. Cancellation. ACDEANINST 12630.3I. This instruction contains significant changes and should be read in its entirety.
3. Background. Reference (a) authorizes the granting of sabbatical leave to members of the faculty with a scholarship expectation. It states the general conditions under which such leave may be granted. Sabbatical leave is an opportunity for an immersive research and/or writing experience that deepens expertise in a current scholarly area, allows pivoting into an emerging research or scholarly area, or reinvigorates a research program or scholarly endeavor after significant administrative or leadership responsibilities. As such, contingent on sufficient resources existing in the department to support it, sabbatical leave will normally be granted to Faculty members meeting or exceeding performance expectations in teaching and service, with the application proposal outlining a value-added plan for scholarship, the object of which is to enable recipients to enhance their contribution to the Academy mission. Sabbaticals are not intended as an opportunity for a Naval Academy faculty member to seek employment at another institution or in private industry.
4. Guidelines
 - a. Normally, sabbatical leave will be extended only to full-time, tenured civilian faculty members and to Permanent Military Professors (PMPs) at the rank of Associate Professor who have served at least six years on the faculty of USNA. Sabbatical leave can be extended to a civilian faculty member for a full year (10 months) at 70% pay, or for one semester at full pay. A PMP sabbatical will usually be for one semester only.

b. Sabbatical leave must be supported by the applicant's Department; that is, the Department must reschedule teaching assignments to cover the prospective absence of the requester. The Provost normally will assist with funding for Sabbatical Leave replacements in the case of full year (two semester) sabbaticals.

c. Sabbaticals will not be approved for any period other than one or two academic semesters.

d. Each applicant will:

(1) Indicate the period for which the sabbatical is requested.

(2) Furnish detailed information on the professional development project (normally a 2-3 page description) to be undertaken, including topic, venue, and, if appropriate, supplemental funding.

(3) Include the information necessary to enable the Provost to evaluate the applicant's qualifications to undertake the project submitted.

(4) Include an endorsement from the Chair of the Department and Division Director or School Dean. The endorsements shall address the merit of the project and the value of the project to the Naval Academy. The Department Chair's endorsement will also comment on the ability of the department to support midshipman instructional requirements and the need for replacement instructor(s) during the faculty member's absence.

e. Annual leave may be authorized while on sabbatical. The sabbatical is granted for one or two semesters and will not be extended in order to take leave. The periods for leave will be during the normal leave periods of the academic year.

f. Leave without pay may be taken in conjunction with sabbaticals. However, leave without pay will be granted only in increments of full semesters not to exceed four (4) consecutive semesters.

g. A faculty member who accepts sabbatical leave assumes a moral obligation to continue serving at the Naval Academy for a two-year period following return unless specifically waived by the Provost as a benefit to the Naval Academy.

5. Action

a. All applications for sabbatical leave will be submitted to the Provost by 1 March preceding the academic year in which the sabbatical is requested.

b. Within two months of the conclusion of sabbatical leave, the recipient is required to submit a report of the work accomplished to the Provost via the Department Chair and Division Director or School Dean. The report should indicate how the experience improved the recipient's capacity to serve the Academy.

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6. Records Management

a. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositioned for the standard subject identification codes (SSIC) I 000 through 13000 series per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx> b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/ AA DRMD program office.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/ AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215 .17 A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



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<https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>