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UNITED STATES NAVAL ACADEMY
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ACDEANINST 12630.3I
2/VAD
10 Sep 2019

ACADEMIC DEAN AND PROVOST INSTRUCTION 12630.3I

From: Academic Dean and Provost, U.S. Naval Academy

Subj: SABBATICAL LEAVE

Ref: (a) U.S. Naval Academy (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 12630.3H. This instruction contains significant changes and should be read in its entirety.
3. Background. Reference (a) authorizes the granting of sabbatical leave to tenured members of the civilian faculty. It states the general conditions under which such leave may be granted. The purpose of the leave is to provide a period of time for civilian faculty professional education and development including scholarly study and research, 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 who have served at least six years on the faculty of USNA. Sabbatical leave can be extended to a faculty member for one academic year (10 months) at 70% pay, or for one semester at full pay.
 - 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 Academic Dean and 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 Academic Dean and 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. 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 Academic Dean and Provost as a benefit to the Naval Academy.

5. Action.

a. All applications for sabbatical leave will be submitted to the Academic Dean and 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 Academic Dean and Provost via the Department Chair and Division Director. The report should indicate how the experience improved the recipient's capacity to serve the Academy.



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