

Policy Owner:	Provost			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Office of the Provost			
Policy Name:	Sabbatical Leave Policy			
Policy ID Code:	AC FA.02.006	Rev. 02	Page 1 of 3	

SABBATICAL LEAVE POLICY

Ver.	Approval Date	Effective Date	Type of Change	Approved by	Description of Change
00	08/05/2017	08/05/2017	Initial Release	BOT	
01	02/05/2021	02/05/2021	First Revision	BOT	
02	20/09/2023	20/09/2023	Second Revision	President	

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1. Purpose

Sabbatical Leave is an investment toward professional development to free faculty members from their normal university obligations, to enable them to pursue their scholarly/entrepreneurial interests at full-time, to enhance their professional standing and experience, and to return to the University with renewed vigor, perspective, and insight.

2. Scope

This policy applies to all full-time faculty employed by HBKU on Indefinite Contract.

3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Administrative Appointment	A faculty appointment to administrative responsibilities as defined in the Faculty Administrative Appointment policy
Regular Faculty	For the purpose of this policy a regular faculty is a full time faculty holding a ranked faculty position (assistant, associate and full professor).
Sabbatical Leave	Refers to an approved uninterrupted paid leave for a faculty member for a period of time to engage in scholarly/entrepreneurial activities that promote the mission of the University.

4. Policy

- 4.1. The period of the sabbatical leave is from a 6-month up to a 12-month continuous period aligned with the academic semesters, granted once every six years upon recommendation by the College Dean, endorsement by the Provost, and final approval by the President.
- 4.2. A full-time faculty member at the rank of associate or full professor may apply for sabbatical leave after completing a total of six years of service at HBKU, excluding periods of leaves without pay.
- 4.3. A faculty member who completed a full term of a minimum of 4 years of administrative service on an Administrative Appointment at the level of Dean, Director or higher and who is returning to a regular faculty position is eligible for sabbatical leave after completing the full term of administrative service.
- 4.4. A faculty member who has taken a sabbatical leave is not eligible for another sabbatical leave until the faculty member completes at least six years of full-time service following the end of the previous sabbatical leave.
- 4.5. An HBKU faculty member on sabbatical leave shall not take an administrative or regular faculty position at another institution.
- 4.6. Eligible faculty members may apply for sabbatical leave for up to one year at full pay.
- 4.7. Sabbatical leave shall not be granted at the expense of students.
- 4.8. The College Dean shall provide the Dean's recommendation on the sabbatical leave application and indicate how the duties and responsibilities of the faculty member will be carried out during the absence of the faculty, provide assurances on the availability of replacement and of financial and manpower resources, and evaluate the impact on teaching, research, thesis supervision, and services.
- 4.9. In case of joint appointment or secondary affiliation within HBKU, the College Dean should seek a written recommendation from the head of the concerned entity/unit and include it in the application file.
- 4.10. Faculty members are not allowed to receive an additional salary for the duties financially covered in the primary appointment.

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- 4.11. Faculty may receive extra earnings during the sabbatical leave for consultation and other services beyond the primary appointment, or Honoraria as would normally be permitted.
- 4.12. Faculty members may receive housing and living costs from the host institution.
- 4.13. Faculty must provide information on any funds or grants planned for their sabbatical leave within the sabbatical leave application.
- 4.14. HBKU will continue providing benefits, unless the hosting institution is providing some or partial benefits to the faculty member, in this case HBKU may not offer the duplicated benefit unless there is a proper justification approved by the President.
- 4.15. HBKU will also provide one round trip airline ticket for the faculty member and an additional ticket in case the sabbatical leave is more than 6-month period.
- 4.16. The University encourages faculty members to spend their sabbatical leave at top tier universities or research institutes.
- 4.17. Faculty members on sabbatical leave are eligible to apply for promotion, if they satisfy the promotion criteria.
- 4.18. Faculty members applying for sabbatical leave shall submit a proposal to describe the program and activities during the sabbatical leave and how such leave will increase in value of the faculty member to HBKU or will directly increase the value to the University.
- 4.19. The Sabbatical Leave application proposal shall be reviewed following the college's internal review process. If the Dean recommends disapproval of the application, the justification must be documented and communicated to the Provost.
- 4.20. The faculty member must return to the University for at least a 12-month period following the sabbatical leave.
- 4.21. In case the faculty member decides to resign or leave the university before completing a 12-month period of services after the sabbatical leave, s/he is required to return a proportional amount of university compensations received during the sabbatical leave as per the remaining period.
- 4.22. Other HBKU university policies related to faculty conflict of interest, professional consultancy and others are applicable to faculty on sabbatical leave.
- 4.23. Within 30 days from the return date, the faculty member shall submit a report describing the faculty accomplishments during the leave. The report shall be submitted to the Dean and the Provost.
- 4.24. Following the President approval, subsequent management of the sabbatical leave will be by the Provost and the Provost Office in collaboration with the relevant Colleges and College Deans.

5. Associated Procedures, Guidelines, and Supporting Documents

Sabbatical Leave Procedure

6. References and Related Policies

NA

7. Source, Responsible Office, Authority

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Policy Officer and approved by the University President.

This policy assigns the implementation of this process to the office of the Provost in collaboration with relevant Colleges and College Deans.