



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-F-06.V02: SABBATICAL POLICY**



## AC-F-06.V01: SABBATICAL POLICY

**Date Endorsed by the Provost:** 6 April 2017  
**Date Endorsed by the President:** 20 April 2017  
**Date Approved by BOT:** 8 May 2017

**Effective Date:** 8 May 2017  
**Last Updated:** 2 May 2021

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### 1. PURPOSE

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This policy outlines HBKU regulations that govern sabbatical leave.

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### 2. POLICY DESCRIPTION

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Sabbatical leave is an investment toward professional development opportunity that HBKU utilizes to increase the faculty value to the University. The Sabbatical leave program is instituted at HBKU to free faculty members from their normal University obligations, this leave will enable them to pursue their scholarly/entrepreneurial interests to maintain their professional standing and return to the University with renewed vigor, perspective, and insight.

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#### 2.1 DEFINITIONS

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- **Administrative Appointment of a Faculty:** An appointment that warrants a set of defined of college title that carries administrative responsibilities while adhering to and advising on HBKU policies.
- **Academic Ranked Faculty:** An academic appointment with professorial title without modifiers (e.g., Assistant Professor, Associate Professor, Professor, Distinguished Professor, Emeritus 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.

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#### 2.2 POLICY STATEMENTS

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1. The period of the sabbatical leave is from a 6-month up to a 12-month period, granted once every six years upon recommendation by the Dean and the Provost's approval in consultation with the President.
2. An Academic Ranked 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 with no pay.
3. An Academic Ranked 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. An HBKU faculty member on sabbatical leave shall not take an administrative or regular faculty position at another institution.
5. A faculty member that served on an Administrative Appointment [AC-F-17.V01: FACULTY ADMINISTRATIVE APPOINTMENT POLICY] may have priority in the review process toward their sabbatical leave.
6. Sabbatical leaves will not be granted if they come at the expense of the students. The relevant College Dean shall endorse the sabbatical leave and demonstrate how the load of the faculty member will be carried out, including the teaching and mentoring needs of the college, availability of replacement faculty, impact on ongoing research and thesis, and the availability of financial and manpower resources.
7. Eligible faculty members may apply for sabbatical leave for up to one year at full pay of the leave duration. A full pay of the faculty compensation package.
8. Faculty members are not allowed to receive an additional salary for the duties financially covered in the primary appointment.
9. Faculty members may receive extra earnings during the sabbatical leave for consultation and other services beyond the primary appointment.
10. Faculty must declare any funds or grants planned for their sabbatical leave within the sabbatical leave application and declaration form.



11. HBKU will continue providing the benefits, unless the hosting institution is providing some or partial benefits to the faculty member, in this case HBKU will not offer the duplicated compensation.
12. The University encourages faculty members to spend their sabbatical leave at top tier university or research institutes. As such HBKU will also provide one round trip airline tickets for the faculty member, and an additional ticket in case the sabbatical leave is more than 6-month period, to renew the Qatari Residency Permit.
13. Faculty members on sabbatical leave are eligible to apply for promotion, if they satisfy the promotion criteria.
14. 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.
15. The Sabbatical Leave proposal shall be reviewed by the college's internal committee and the Dean. If the Dean recommends disapproval of the application, the justification must be documented to the Provost.
16. The President may approve sabbatical leaves upon the recommendation of the Provost.
17. The faculty member must return to the University for at least a 12-month period following the sabbatical leave.
18. In case the faculty member decides to 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.
19. Other HBKU university policies related to faculty conflict of interest, professional consultancy and others are applicable to faculty on sabbatical leave.
20. 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.

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### **3. RESPONSIBILITY/SOURCE/AUTHORITY**

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This policy and accompanying procedures were developed by the Office of the Provost in coordination with HBKU HR, reviewed and endorsed by the Provost and the University President and approved the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

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### **4. COMMUNITY SHOULD KNOW THIS POLICY**

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President, Provost, Vice Presidents, Deans, Associate/Assistant Deans, Division Heads/Department Chairs, Program Coordinators, Faculty, HBKU HR.

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### **5. Updates**

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| <b>SUMMARY OF CHANGES</b> |                |               |
|---------------------------|----------------|---------------|
| <b>Date</b>               | <b>Section</b> | <b>Change</b> |
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### **6. ACCOMPANYING PROCEDURE**

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