



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR THE PROFESSIONAL SCHOOLS

GUIDELINES FOR SABBATICAL LEAVE

After every six years of full-time service of teaching/administrative services (inclusive of third summer leave), permanent Associate Professors and full Professors are eligible to apply for a sabbatical leave with pay for the purpose of professional growth. The period of service required for sabbatical leave is determined from the time a faculty member begins his/her year of service as a ranked faculty member of the School and provided that at least three years shall have been spent in the rank of Associate Professor or Full Professor in the School. A sabbatical leave may be granted for work along the following lines: research, writing, projects, professional growth (such as enrolling in a non-degree course for the purpose of learning development in the faculty member's field), and other work subject to the approval of the Dean and the Vice President for the Professional Schools.

- A. The full sabbatical leave is normally from June 1 to May 31 and lasts for one academic year. If the sabbatical leave overlaps with the third summer leave, the third summer leave can be deferred to the following summer. If for a valid reason s/he does not avail of the deferred third summer leave one year after s/he becomes eligible for it, s/he may request for the cash equivalent, subject to the Dean's endorsement. The cash equivalent of the leave shall be computed on the basis of the faculty member's composite pay for that summer term when s/he became eligible for the leave.
- B. An eligible faculty member who wishes to apply for a sabbatical leave must present his/her academic program of research/scholarship to the President through the Dean of the School and Faculty Development Committee, after having been endorsed by the Department Chair. The faculty member should submit a mid-year report and a full written report of the work done by the end of the sabbatical year. This may be in the form of a copy of the research work, writing, project report, syllabi, or others. Both reports are to be submitted to the Faculty Development Committee through the Dean and will be used as the basis for annual faculty performance evaluation.
- C. As a general rule, sabbatical leave may not be deferred. A sabbatical leave may be deferred or split in the case of departmental/School needs or because of specific requirements of the sabbatical program proposed by the faculty. A sabbatical leave may be deferred or split for a maximum of two (2) years unless constrained by VPPS directives. If a sabbatical leave is deferred, the counting of service years and number of units for purposes of determining the succeeding leaves shall be based on the original schedule of the sabbatical leave.

- D. Faculty members who have reached their normal retirement dates are no longer eligible for sabbatical leave with pay.
- E. Jesuit faculty members who by reason of age are no longer eligible for sabbatical leave with pay may apply for a special leave of absence from their respective schools. This is a leave without pay from the University.