



# ROLLINS COLLEGE POLICY

<b>Title: Faculty Professional Leave</b>	<b>Type: Academic</b>
No: AC 2006	Approval Date: 2-2-2026
Responsible Office: VP for Academic Affairs and Provost	Reviewed By: Dean, CLA, 9-19-2026; AD/COO, Crummer, 9-20-2026 Approved By: VPAA Provost, 9-23-2026 Notifications: 2-2-2026, President’s Cabinet, President; 2-6-2026, CLA Faculty Affairs Committee Chair, Crummer Faculty President, College Policy Committee
Next Review: 2030-2031	Revision No: 1; see <a href="#">Section VII</a> this document for revisioning history.

## I. Purpose/Introduction/Rationale

Rollins is committed to academic excellence. Professional leaves may be granted for a faculty member to devote time to scholarly work that will both contribute to their professional stature as a teacher-scholar and benefit the Rollins community. In granting professional leaves, the mission of the College and the needs of its students are of utmost priority. Consideration of professional leaves will be based on the merits of the project to be undertaken as determined by the faculty member’s dean and the Vice President for Academic Affairs and Provost (VPAA|Provost) for faculty of the College of Liberal Arts (CLA) or the Crummer Graduate School of Business (Crummer).

## II. Definitions

**Professional Leave.** A specified period of time granted to full-time faculty to pursue activities that enhance academic knowledge or professional skills and capabilities. Professional leaves are intended to be mutually beneficial to the individual and Rollins, and are granted to increase a faculty member’s value to the College through enhanced opportunities for scholarly research and writing, teaching, service or special projects, professional renewal, educational travel study, formal education, grant-funded fellowships (e.g., Fulbright awards, and other types of external scholarships or funding), or other experiences of professional value.

## III. Procedure or Application

1. Tenured professors or associate professors are eligible to apply for professional leave. Normally such leaves will not be granted more than once per six-year period.
2. Professional leaves are expected to be taken during the faculty member’s scheduled sabbatical. However, exceptions may be made for such leaves during non-sabbatical periods. Requests for professional leaves during non-sabbatical periods will be reviewed on a case-by-case basis and must be approved by the appropriate dean and VPAA|Provost.
3. Faculty members are expected to seek the assistance of the Director of Grants and Contracts before applying for external fellowships, scholarships, grants, and other funding that would support a professional leave from Rollins.
4. An eligible faculty member must discuss particulars of the project and proposed professional leave with his/her department chair and appropriate dean prior to applying for funding involving such a leave. Both parties must approve the proposed professional leave and determine an appropriate arrangement to satisfy course load responsibilities and other College obligations, if awarded.
5. The VPAA|Provost will make the final determination as to whether a professional leave will be granted.
6. Faculty who cannot fulfill their teaching, advising, or service obligations at Rollins as a result of a professional leave may be required to adjust or reduce their compensation from the College accordingly. Depending on the external funding award’s terms, conditions, and intent, as well as any Federal regulations that may apply to the award, the institutional costs incurred related to the faculty member’s leave will be charged to the award. Such costs will be represented as either replacement part-time (adjunct) faculty or the faculty member’s annual percent of effort to be committed to the leave, represented in course releases, with one course release equivalent to 1/5 or 1/6, based on location of tenure, of institutional base salary (for full load).
7. Stipends for salary support from such awards may not be used to supplement the faculty member’s salary at a level higher than 100% of their regular full-time pay during the academic year. However, faculty may receive compensation from the award to offset travel, insurance, living expenses, and costs for activities related to the project.
8. Faculty members approved for professional leave will be required to submit a final report on their experience to the VPAA|Provost and share a presentation with colleagues upon their return to campus.

#### **IV. Related Policies or Applicable Publications**

*Rollins College Faculty Handbook, Section II. All Faculty Policies and Procedures, Leave Policies (pp. 22-23), Professional Development (pp. 24-25), and Grant Proposal Procedures (pp. 13-16).*

[HR 7173 Faculty Scholarship Leave](#)

#### **V. Appendices/Supplemental Materials**

*Not applicable.*

#### **VI. Effective Date**

This policy is effective February 2, 2026, and supersedes all versions issued previously.

#### **VII. Revisioning History**

Rev. 1: 2-2-2026, regular periodic review, addition of definition, and non-substantive updates/reorganization of content for clarity and currency.

Original: 5-12-2014, approved by Executive Council of the Faculty, Planning and Budget Committee, President's Staff, and President.