



Sabbatical Leave Policy

The document outlines the policy for sabbatical leave and provides guidelines for the faculty members who wish to take a temporary break from their regular teaching or administrative duties to pursue research, academic writing, or professional development opportunities.

Eligibility:

- The faculty member must have completed at least 5 years of service at GITAM.
- The faculty member must have a record of scholarly achievement, such as published research, conference presentations, and grant awards.
- The sabbatical must align with the faculty member's academic goals and the university's mission.

Duration:

- Sabbatical can be granted for a semester or a full academic year.

Compensation:

- Faculty members on sabbatical will continue to receive a salary.
- The university may not provide additional funding for research expenses, travel, or other related costs and it should be met from the ongoing research grants.

Expectations:

- The faculty member must submit a detailed sabbatical proposal outlining their research or professional development plans.
- During the sabbatical, the faculty member must provide periodic progress reports to their HoD or Dean.
- Upon returning from sabbatical, the faculty member is expected to share their research findings, participate in faculty seminars or workshops, and contribute to the academic community.
- The faculty should continue to work three years in the University after availing the sabbatical leave.

Application Process:

- The faculty member must submit a formal application for sabbatical leave to their HoD and it should be endorsed by the Board of Studies (BoS) of the Department and HoD after the preliminary evaluation.
- The application must include a detailed proposal outlining the goals, objectives, and expected outcomes of the sabbatical.
- The Dean will evaluate the application based on the eligibility criteria, the merit of the proposal, and the teaching load adjustment and send it to the Vice-Chancellor's office for further consideration.
- Vice-Chancellor will take the final decision on granting sabbatical leave in consultation with the University with BoM.

Application for the Sabbatical Leave

(The application should be made six months before the proposed start date)

1	Name of the Faculty & Designation	
2	Employee ID	
3	Department/ School/ Campus	
4	Name of the visiting Institute	
5	Proposed project or research that will be undertaken during the sabbatical leave (Max 200 words)	
6	Proposed start and end dates	
7	Details of research projects executed during the last five years	
8	Details of the current teaching load	
9	Is the workload is adjusted during sabbatical leave? If so, give details.	
10	Mitigation plan	

Enclosures:

1. Invitation Letter from the visiting Institute
2. Detailed proposal of activities to be undertaken during the leave
3. Letter from the Department HoD giving details of adjustment of the teaching load
4. Any additional documents deemed necessary

Recommendations of the HoD

Recommendations of the BoS

Recommendations of the Dean

Recommendations of Director – R&D