ISAW Faculty Leave Request Form

Date: ______________________

Name: _______________________________________________________

Leave entitlement from previous institution, if any (in semesters taught):
____________________________________________________________________________

Last previous ISAW leave (if any): _____________________________________________

Semesters taught but not used toward previous leave (if any): ______________________
____________________________________________________________________________

Semesters taught at ISAW since previous leave (or appointment): _________________

Total current balance of semesters taught or credit carried forward: _______________

Term(s) of requested leave: _________________________________________________

Balance of semester credits after this leave: ________________________________

Comments:
____________________________________________________________________________

Approval of Director ________________________________________ Date
Sabbatical, Unpaid, and Junior Faculty Leaves at ISAW

NYU has an established structure of sabbatical leaves which operates across school lines. Its provisions have been incorporated into all ISAW faculty offer letters. It provides:

After three years of service, one semester at three-quarters salary.
After six years of service, one semester at full salary or one year at three-quarters salary.

Because this is a university policy, schools do not have the discretion to adopt a different one. Schools may, however, supplement it with research leaves based on a policy limited to the school. The university administration is wary of gross disparities between units for reasons of equity in the treatment of faculty, but it recognizes that schools may have somewhat different needs and resources.

ISAW has less formalized and generally less onerous teaching obligations than most other units in the humanities, whether at NYU or elsewhere, but it has the highest expectations of research quality and productivity. At the same time, it recognizes that the three-quarters salary option is impractical for many faculty because of fixed financial obligations for housing and family support, so that in practical terms the only option may be to wait for six years for a fully-supported term’s leave. This six-year term is not out of line with sabbatical plans at most peer institutions, but many of them have also adopted additional research leave plans, some of them linked to sabbaticals and some not, often producing a confusing clash of cycles.

For these reasons, ISAW has adopted a policy of supplementing the leaves provided by the university policy so as to provide a simple, integrated leave structure as follows:

After three years of service, one semester at full salary.

Faculty may accumulate leave entitlement so as to take a full year after six years, at their discretion, without loss of credit.

In a year in which a term’s leave is taken, faculty are expected to direct a seminar in the other term. Application for leaves should be made at least 12 months before the beginning of the planned leave. The timing of leaves is subject to the approval of the Director to ensure curricular stability and coverage.

Paid leaves may also be supplemented with unpaid leaves supported by outside sources. Unpaid leaves taken other than in conjunction with a paid leave are subject to the approval of the Director to ensure curricular stability and coverage. The same is true of any periods spent teaching in units of NYU outside New York.