

**Proposals for Modified Sabbatical, Additional Teaching, and Off-Term Support Policies
at Columbia Business School**

The Policy Proposals below will begin January 1, 2022 and will be implemented as a pilot for two and a half years. In the spring semester 2024, the Provost's Office will initiate a review of the arrangements for renewal or revision beginning July 1, 2024.

Sabbatical Terms:

- The Provost's Office and the Business School propose that beginning January 1, 2022, Business School sabbaticals be processed to better align with the Business School's academic terms:
 - January 1 – April 30 (spring term, 4 months)
 - May 1 – August 31 (summer term, 4 months)¹
 - September 1 – December 31 (fall term, 4 months)
- If a faculty member elects the option of one term at full-pay during their sabbatical, then the sabbatical leave will be processed for that Business School term, and their teaching load will be reduced by ½ over the course of the other two semesters.
- If a faculty member elects the option of one year at half-pay during their sabbatical, then the sabbatical will be processed for all three terms totaling 12 months, and their teaching load will be reduced to 0 over the course of the year.

Executive Education service during Sabbaticals:

- During a sabbatical term, faculty may devote no more than 4 hours of Executive Education per week or a cumulative 70 hours per sabbatical term.

Eligibility: The Provost's Office and the Business School acknowledge that sabbatical eligibility is earned after 6 years (72 months) of full-time service.²

Dates: The Provost's Office and the Business School acknowledge that Business School terms do not actually begin and end on the exact dates specified above. It is agreed that, if a course assigned to a given Business School Term extends less than two weeks outside the date range specified above for that term, then for sabbatical purposes the teaching will be deemed to have fully taken place in the term to which the course is assigned. So, for example, if a faculty member teaches a fall course that starts August 20, that faculty member may still take a summer-term sabbatical.

Incorporating Additional Teaching into Annual Salary Letters for Business School Faculty:

- Beginning January 1, 2022, Columbia Business School will not pay additional compensation for additional service greater than 20% of base salary in any calendar month to any faculty member. In a limited number of special situations teaching loads and salaries can be raised for one academic year by issuing revised reappointment letters with an increased base salary and teaching load. However for any given faculty

¹ If a faculty member elects a summer term sabbatical, then it would need to be processed in two transactions in both the fall and spring University Semesters.

² Please see the Faculty Handbook Section on Sabbatical Leaves at <http://www.columbia.edu/cu/vpaa/handbook/instruction.html>, which states: "Each professor and associate professor with tenure is entitled to a sabbatical leave of one year at half base salary or a half year at full base salary after completing 12 terms of full-time teaching."

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member, this cannot be done more than once in any five year period. At the end of that academic year, salaries and teaching-loads will revert to baseline levels.

- We anticipate that most of these adjustments will be included in the short-form annual appointment letters and rosters with the e-comp submission to the Provost's Office in June.
- In a few exceptional cases the Business School will be required to change a faculty's teaching load and salary during the academic year. In such a case, a revised short-form annual appointment letter will be issued. We anticipate processing any updated letters as soon as an exceptional teaching need is identified. Salary changes for the fall, spring and summer should be submitted prior to September 1, January 1 and May 1 respectively.

Payment of Off-Term Support:

- Off-term support must be paid to faculty members in months in which that faculty member is not actively teaching. For example, off-term support may be paid in June and July if a faculty has no teaching responsibilities in those two months, even if the faculty member does have teaching responsibilities in May and August of the same year.