

## **“GOING ON LEAVE” INFORMATION SHEET**

**TRAVEL ABROAD:** All faculty who are traveling internationally should contact Jim Kelley (X3115 or [jkelly@bowdoin.edu](mailto:jkelly@bowdoin.edu)) prior to departure and submit a [travel form](#). You will be enrolled in the Executive Assistance Program in the event that a personal emergency occurs or evacuation is needed. Feel free to contact Jim if you have any questions.

**TRAVEL EXPENSES REIMBURSEMENT:** Requests for reimbursement of travel expenses should be made within sixty days from the date of your return to campus. For administrative convenience, return dates of September 15 and January 15 from spring and fall semester leaves, respectively, are assumed for all faculty members.

**ACCESS TO FUNDS:** Faculty members continue to be eligible for conference travel funds and to apply to the FDC or L&C while on sabbatical leave.

**SHIPPING:** Department budgets do not cover any costs for shipping materials to your leave site. The mailroom can assist you in shipping materials, but please keep in mind that you will be responsible for shipping charges.

**PARTICIPATION IN DEPARTMENTAL/PROGRAM MATTERS WHILE ON LEAVE (for tenured faculty only):** If your department/program will be involved in a reappointment, tenure, or promotion review during the time of your leave, please note that all tenured member of the department, including those on leave, are normally expected to participate in the reappointment or tenure review process. If the nature of your leave makes it impossible for you to participate fully in the deliberations, you will be asked not to participate at all, to ensure equal levels of involvement. The same holds true for professors going on leave when there will be a faculty member reviewed for promotion to the rank of professor in the department/program.

**SABBATICAL REPORT:** As described in the *Faculty Handbook*, you must submit a brief report of your sabbatic activities to the dean’s office within three months of your return from leave. You should send the report by email to the dean’s office ([dmartins@bowdoin.edu](mailto:dmartins@bowdoin.edu)) and we will place it in your file. These reports are very helpful when we report to donors who support faculty development activities.

**OFF-CAMPUS STUDY, DEVELOPMENT, AND ALUMNI RELATIONS SUPPORT:** If you are traveling either domestically or abroad during your leave, you may receive requests from various campus offices for support or outreach for Bowdoin activities if your travel includes cities or countries of interest. While you are not obligated to participate, it is extremely helpful on many fronts when we have Bowdoin contacts in far-flung locations.

**OFFICE:** If you are vacating your office while you are on leave for the year, please be out of the office no later than June 30<sup>th</sup>. You should be able to return to your office by July 1 of the following year.