



## **EARTH & SPACE SCIENCES**

UNIVERSITY of WASHINGTON

College of the Environment

### **ESS Policy on Teaching Obligations for Professional Leave**

All Requests for Paid Professional Leave (PPL) (e.g., Sabbatical) and self-financed leaves (“buy-outs”) must be approved by the Chair before being forwarded to the university for approval. Any request for leave must be accompanied by a teaching plan that has been collaboratively developed by the faculty member going on leave, the Associate Chair, and the Chair.

All teaching plans to cover leave must be developed in a timely fashion to allow for rational adjustments of the teaching matrix and mitigation of the burden shifted to other faculty. As an example, sabbatical requests will not be forwarded to the Dean without a teaching plan.

-Approved by the Faculty at the March 2, 2018 Faculty Meeting. [Updated 2/10/2024]