



POLICY AND PROCEDURE

TITLE	Full-Time Faculty Scholarly Leave (Sabbatical)
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PROCEDURE DETAILS

The following procedure describes the actions required for approval and tracking of faculty sabbaticals. Sabbaticals are granted for the express purpose of providing full-time faculty with an opportunity to significantly enhance their professional development as educators through projects of research or other professional activity that contributes to the University's mission.

Requirements:

- x Only one sabbatical may be granted to an individual faculty member in a seven-year period.
- x Any outside funding for the requested sabbatical must be disclosed on the application. In most circumstances, teaching or other employment is not permitted during a sabbatical.
- x The ad-hoc Sabbatical Leave Committee of Faculty Senate, along with the Provost and Dean of Faculty, review proposals. The Committee's recommendations are forwarded to the President's Cabinet through the Provost and Dean of Faculty for final approval. Sabbaticals typically begin in the spring. The application process is completed by the end of the academic year.
- x Acceptance of a sabbatical leave carries with it the obligation to the University for full-time employment for one full academic year (3 semesters). In accepting a sabbatical, the faculty member agrees to repay all salary and benefits received from the University during the leave if the faculty member does not return to the University for a full academic year following the sabbatical, except in the case of disability or other extraordinary circumstances beyond the control of the faculty member.

Areas of Responsibility:

In brief, the faculty member completes the application with the approval of his/her Dean and the guidance of Faculty Senate. The Sabbatical Leave Committee of Faculty Senate, along with the Provost and Dean of Faculty, review proposals. The committee's recommendations are forwarded to the President's Cabinet through the Provost and Dean of Faculty.

approval. The application process is competitive, and the criteria to evaluate sabbatical proposals is included in the procedure.

Eligible Faculty Member

- x Completes a proposal consistent with the University mission with the guidance of Faculty Senate and approval administration. Upon completion of the sabbatical, communicates a summary of the project to the University community.

Faculty Senate Subcommittee

- x Reviews the faculty's application and works with the Provost and Dean of Faculty in getting approval.

Dean

- x Plans for sabbatical leaves in the department budget (e.g., one per year).
- x Assists faculty members with the proposal planning and approval process.

Provost and Dean of Faculty

- x Maintains a current list of sabbatical projects that are completed at the University (e.g., Grants Office, Office of Institutional Research).
- x Maintains a copy of the final sabbatical reports and ensures that the information is communicated to the University community. Sabbatical reports will be considered on file in subsequent sabbatical applications.
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- x Forwards all proposed sabbatical requests to the President for consideration.
- x Notifies the Provost and Dean of Faculty of the final decision, who, in turn, communicates the results to the department.

POST SABBATICAL PROCESS

Faculty

- x Within 60 days of the project's completion, the faculty member is expected to submit a summary report to the Provost and Dean of Faculty and to communicate the results of his or her sabbatical to the academic community by seminar, printed summary, or other forum open to the community. The report should demonstrate and communicate the value of the sabbatical leave experience to the University and the individual.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION ALL THAT APPLY)

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS

Sabbatical = An extended leave with pay, offered on a competitive basis to faculty and for projects consistent with the University's mission.

EXCLUSIONS

NA

OFFICES DIRECTLY AFFECTED BY THIS POLICY

Faculty Senate
 Deans/Program Directors
 Provost and Dean of Faculty
 Human Resources
 Accounting

HISTORY

Approved by Faculty Senate, May 2013
 Reviewed by Chairs, January 2014
 Approved by Academic Affairs, February 2014
 Approved by Cabinet, February 2014
 Reviewed, February 2016
 Revised, and Re-formatted, May 2017
 Reviewed and Revised, December 2019
 Updated with Logo and University January 2020

Reviewed,

EFFECTIVE DATE	January 1, 2014
RESPONSIBLE OFFICE (ONLY ONE)	Office of the Provost and Dean of Faculty
REVIEW DATE	Annually

APPENDIX (SEE ATTACHED FORM)