

## Sabbatical Information Session Takeaways

Last Updated September 2024

- 1) Dual purpose [2-3-1001(1)]:
  - professional growth and renewal of tenured faculty members
  - manifest, demonstrable benefit of the University

Note: leaves are “competitive in nature” and approved quality of proposal (cf.309)
- 2) Appropriate Use [2-3-1001(3)]: related to on-campus responsibilities and have effect on
  - i. faculty member professional growth
  - ii. development of knowledge in the discipline
  - iii. influence on students’ educational experience, and
  - iv. enhancement of the university’s reputation
- 3) Compensation [2-3-1001(6)]:
  - one semester 100% pay or one year at 60% pay, not receive

# Eligibility, Process and Deadlines

See provost office [website](#) for links to Board Policy Regs and current year dates

**September:** Dean notifies eligible faculty [details in 2-3-1001(2)]

- Faculty are notified by the end of the spring contract date prior to the year the submission is due.
- Must be tenured by time of sabbatical
- At least 6 years of full-time faculty service sabbatical initial hire
  - ⇒ Leave without pay does not count as time in faculty service except with appeal.
  - ⇒ FMLA leave does count as time in faculty service
  - ⇒ Administrative (non-faculty) service does not count on faculty part time admin/part time faculty, time toward sabbatical accrues according to percentage of faculty work
  - ⇒ Faculty who are applying for tenure may also apply for sabbatical (if approved, sabbatical award contingent on successful achievement of tenure).

**October (3<sup>rd</sup> Monday):** Eligible faculty submit applications to unit leader

- Unit leader convenes meeting of faculty and recommends based on standards of discipline as well as resource/staffing issues
- Faculty recommendation should be based on protocols developed by the department/school faculty and approved by the dean [2-3-1001(5)(a)].
- "Proposals not approved by the faculty for reasons of academic merit are disapproved and go no further in the process except for reporting purposes [2-3-1001(5)(b)]."
- Apply in Faculty Succession to indicate service commitments that will need coverage proxies.

**November (2<sup>nd</sup> Monday):** unit leader forwards own recommendation and workflow to the dean;

- If faculty did not approve, leader simply reports faculty decision to the dean
- Unit leader recommendation must be based on standards of discipline as well as resource/staffing issues (if disagree with faculty).

**December (1<sup>st</sup> Monday):** dean forwards recommendations (including non-approval by faculty) to provost

- Dean recommendation based on resource/staffing issues and whether proposal fulfill the "appropriate use" (See Takeaway #2) Dean may disagree with faculty and/or leader.

**January:** Provost reports decisions to the President and notifies faculty members.

**February:** Provost reports decisions to the Board of Trustees.

## General notes on process

1. Applications must indicate any additional compensation, time sensitivity, previous postponement and length of time since last sabbatical [see Regs 3-1001(1)(b)] as well as work to be completed and benefits to the university fulfills appropriate use (cf. Takeaway 2).
2. Applicant informed of recommendation level and may respond once at each level (responses reported to the level below and forwarded to level above) Provost decision is final.
3. If faculty do not approve for reasons of academic merit, sabbatical is denied but proposal still forwarded through all steps for reporting purposes faculty member with (cf. Takeaway 5, above).
4. If faculty/unit leader or dean approve substantively but do not recommend due to resource/staffing issues; proposal still goes to Provost (cf. Takeaway 4).
5. Provost makes final decision, informed but not bound by recommendations.