

November 19, 2008

## MEMORANDUM

**TO:** College of Design Faculty

**FROM:** Michael Speaks, Dean

**SUBJECT:** Sabbatical and Scholarly Leave Policy

This memorandum sets forth the College of Design's official policy for sabbatical and scholarly fellowship leave pursuant to the Governing Regulations GR X-B.2-i and GR X-B.2-vi. You are strongly encouraged to read the Governing Regulations <http://www.uky.edu/Regs/files/gr/gr10.pdf> carefully when considering a leave of absence.

### Sabbaticals

The purpose of sabbatical leave is to provide opportunities for study, research, creative effort, improvement of instructional or public service capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced.

Both full-year, half-pay sabbaticals and half-year, full-pay sabbaticals will be considered, but you are strongly encouraged to consider the former. **The application deadline for sabbatical leave to be taken in the 2009-2010 academic year is 01/30/09.**

Applications for sabbatical leave should be directed to the appropriate Director or Chair, and must include a 2-3 page overview of the scholarly or creative activities planned for the sabbatical period and a current CV. The Director or Chair will evaluate the request and forward it on to the Dean with his/her recommendations. The Dean will consider the recommendation of the Director or Chair when making the decision to recommend approval to the Provost.

The following criteria will be used to evaluate sabbatical plans:

- The scholarly or creative merit of the activities proposed, including its potential contribution to scholarship
- The clarity and completeness of the proposal

- The Scholarly or creative productivity of the applicant, including the quality and quantity of professional products, in relation to field and years of academic service
- The ability of the College to support the request

A faculty member returning from sabbatical leave will be required to submit a report summarizing his or her scholarly or creative accomplishments while on sabbatical leave. **The report shall be due in the Dean's office no later than September 30, 2010.**

### **Scholarly Fellowship Leave**

To accept a scholarly fellowship which allows a faculty member to pursue a program of research, and which the funding agency will not process through the University, faculty members may request leave with partial pay. Fulbright Fellowships and NEH grants are examples of such an award. If the award is insufficient to replace the faculty member's regular salary during the period of the leave, the College will endeavor to reduce the gap between the stipend and the regular salary by providing up to one third of the regular salary for the period of the leave.

Time spent on scholarly fellowship leave counts as probationary period service unless the University in granting the leave, and the individual accepting it, agree to the contrary. Also, the time on scholarly fellowship leave counts as service toward one's eligibility for sabbatical leave.

Applications for scholarly fellowship leave should be submitted to the Director or Chair as early as possible in order to make scheduling adjustments. After approval by the Director or Chair, requests are submitted to the Dean for recommendation to the Provost, and must include the following information:

- A complete copy of the fellowship proposal detailing the scholarly and creative activities planned for the period of time on scholarly fellowship leave
- The award letter from the organization or agency providing the fellowship
- A current CV
- A memo from the Director or Chair indicating approval, along with a specific and detailed plan for how the needs of the school or department will be met the faculty member is on scholarly leave.