

## Sabbatical Leave

A sabbatical leave is intended for the mutual benefit of the University and the faculty member granted a leave. The purpose is to encourage academic and institutional revitalization by providing sustained time for research/creative activities; development of new courses or programs; acquisition of expanded and/or new qualifications and skills; or contributions to academic unit plans to move and/or refocus instructional, research, or public service activities in accordance with the mission of the University.

Faculty members who have full-time tenured appointments in the Regular, Special, Extension, or Librarian Title Series with the rank of Assistant Professor or (Librarian III) or higher, are eligible for sabbatical leaves after six (6) years of continuous eligible service. A faculty member may apply for one (1) year's sabbatical leave at one-half salary or six (6) months' sabbatical leave at full salary. After three (3) years of continuous eligible service, an appointee may apply for six (6) months' sabbatical leave at one-half salary.

A sabbatical leave is not automatically granted. All leave requests are reviewed at the unit, college and campus levels. An applicant who has demonstrated success in all significant areas of work, as evidenced by the results of the individual's faculty performance reviews, who presents a clear and well-conceived sabbatical leave proposal, and who does not intend to be involved in paid outside activities to an extent that will unduly interfere with the execution of the sabbatical objectives, will be seriously considered. Furthermore, a sabbatical leave request will *not* be approved if the faculty member has not had at least a satisfactory performance rating in *all* areas of significant assignment, as defined in [AR 3:11](#) (page 1), within the last review cycle.

In addition to the sabbatical application form, each request for a sabbatical leave must include a detailed description of the proposed program, goals to be attained, travel plans out of state or country (including additional trips once the individual reaches the sabbatical destination) for which the individual will be expecting University reimbursement, the benefits to the applicant and the University, and the appointment of sabbatical activity (instructional, research, service). If the faculty member has active sponsored projects he/she should consult with the Office of Sponsored Projects Administration six (6) months prior to the sabbatical to ensure compliance with any sponsor policies.

Sabbatical leave may be spent on campus or off campus, depending on the type of activity to be undertaken. A faculty member shall not be expected to carry on committee assignments or special administrative functions during a period of leave.

Within ninety (90) days following a return from sabbatical leave, the faculty member must submit a concise, written report of the accomplishments during the sabbatical to the chair/director, with a copy to the dean. This report must include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the University, and research or other scholarship work produced or expected to be produced as a result of the sabbatical.