

## Process for Requesting Sabbatical Leave

Updated 9/3/2021

### **Overview:**

Sabbatical leave provides faculty members with opportunities for study, research, creative effort, improvement of teaching capabilities and methods, and related travel so that the quality of each recipient's service to the University may be enhanced.

CHS faculty members in regular or special title series with the rank of assistant professor or higher are eligible for sabbatical leave as follows:

- One year at one-half salary (academic year for appointees on the academic year, 10- month, or 11- month assignments) after 6 years of continuous eligible service.
- Six months at full salary (academic semester for appointees on academic year, ten- month, or eleven- month assignments) after 6 years of continuous eligible service.
- Six months at half-salary (academic semester for appointees on academic year, ten- month, or eleven- month assignments) after 3 years of continuous service.

### **Process:**

1. After consultation with the Department Chair, the faculty member submits the [Application for Sabbatical Leave](#) packet to the Chair.
2. The Chair reviews the Application and makes a recommendation to the CHS Dean. If the Chair recommends that the Leave be approved, the following information will be included in the recommendation:
  - a. A specific plan for how instructional needs of the program will be met while the faculty member is on leave, including: 1) who will provide coverage for each course, 2) who will assume academic advising responsibilities, and 3) who will provide supervision of the undergraduate and graduate advisees' research projects, theses, and dissertation.
  - b. A plan for how administrative responsibilities will be managed, and
  - c. Estimated costs associated with meeting the faculty member's responsibilities (e.g., hiring part-time faculty) and a proposed plan for covering these costs.
3. After consideration of the recommendation and appropriate consultation with the Chair, the Dean will make a recommendation to the Provost.
4. Application materials shall be submitted no later than June 1<sup>st</sup> to ensure appropriate coverage of the unit while negotiating DOE assignments.
5. A formal presentation to the faculty will be required upon return from sabbatical.

### **Due Dates for Fall Sabbatical**

March	15	Letter of Intent is due to Chair and Deans Office.
April	15	Complete Sabbatical Application is due to Chair for a Fall Sabbatical.
May	01	Chair meets with faculty to discuss DOE and Sabbatical.
May	01	Sabbatical Application with Chair approval is due to the Deans Office.
May	15	Application Due to the Provost for a June Board of Trustees meeting/approval.

### **Due Dates for Spring Sabbatical**

March	15	Letter of Intent is due to Chair and Deans Office.
May	01	Chair meets with faculty to discuss DOE and Sabbatical.
October	01	Complete Sabbatical Application is due to Chair for a Spring Sabbatical.
October	15	Sabbatical Application with Chair approval is due to the Deans Office.
October	30	Application Due to the Provost for a December Board of Trustees meeting/approval.

### **Resources**

[UK Sabbatical Leave Policy](#)

[UK Sabbatical Leave Application](#)