

Sabbatical Application Process: Instructions on Applications

With notes specific to the College of Medicine

I. APPLICATION PROCEDURE

Applications are reviewed annually for sabbaticals to be taken in the following academic year.

Instructions for Faculty

Forms: Obtain from dean/director

Submission date to your head/director: May vary by college (usually no later than November 1).

Number of copies: Original plus three copies submitted through appropriate department or unit head to the dean/vice president. *Department heads requesting sabbatical leave should make their request through the Academic Dean.*

Typed description: Describe the proposed sabbatical leave program in terms understandable to persons outside the field (three pages maximum).

Curriculum vitae: Prepared following the format for promotion and tenure, with an emphasis on the last six years.

Signature: After signature and date, forward to department and/or unit head (or Dean). Some signatures are unreadable, please type the name of each signatory under the corresponding signature.

Letters of evaluation: Two letters of evaluation are required, one to be supplied by the department head (or Academic Dean). *At this point it is recommended faculty meet with their department head (and department heads meet with their Dean) to discuss how their duties will be covered during their absence.*

Instructions for Department or Unit Head and Dean or Vice President

Approval Process: Sabbaticals may be earned by applicants who have served on full-time continuous fiscal or academic year appointments at the University for a period of not less than six years, who have demonstrated sufficient evidence of scholarship (see the Sabbatical Leave Policy 8.03.02, Section B, for the definition of scholarship, who present a clear and well-conceived proposal, the emphasis of which bears a significant relationship to the professional development of the applicant, and who do not intend to be involved in paid outside activities (such as employment or consultancy) to an extent that will unduly interfere with the execution of the sabbatical objective.

Reasons for Denial

- During the prior six years, the candidate has demonstrated unsatisfactory performance as determined by the units' and/or colleges' regular annual review process.
- The sabbatical proposal is either unclear or poorly conceived.
- The emphasis of the sabbatical project bears little apparent relationship to the professional development of the applicant. (For example, if a sabbatical program, as proposed, is not in the professional field or related fields of the applicant, it is unlikely that a sabbatical leave would be approved; special justification would be required.)
- The candidate's paid outside activities (such as employment or consultancy) will unduly interfere with the execution of the sabbatical objective. In this case, a leave of absence would be more appropriate than a sabbatical.
- *It is not intended for the sabbatical to create a hardship for the department or college and every effort must be made to ensure that the faculty member's or department head's academic, service and administrative obligations are met.*

Letter of Evaluation from the Head (or Academic Dean): Recommendations to accept or deny should be based on the above instructions and on Sabbatical Leave Policy:

8.03.02. As a part of his or her letter of evaluation, the department or unit head should assess: the value of the project to the candidate; the value of the project to the candidate's disciplinary field or subfield; and the likelihood that the applicant will achieve the stated goals of the project. In instances where research will be conducted collaboratively, evidence of such arrangements should be included.

Formal Action

- 1) Department or Unit Head: Indicate his/her recommendation on the sabbatical application form by entering "approve" or "disapprove." *(The Academic Dean substitutes for the department head who is requesting sabbatical leave.)* If the recommendation is to disapprove, the reasons should be stated in the space provided on the application. The application should be forwarded to the college advisory committee.
- 2) College Advisory Committee: Indicate their recommendation by entering "approve" or "disapprove" on the sabbatical application form. Forward to dean/vice president/*academic dean*. This committee will consist of at least three faculty members chosen by a method to be determined by the dean/vice president.
- 3) Dean (*Academic Dean*)/Vice President: Indicate his/her recommendation by entering "approve" or "disapprove" on the sabbatical form. In making his/her decision, the dean/vice president will consider the recommendation of the advisory committee. If the dean (*academic dean*)/vice president disapproves a sabbatical application, he/she will provide an explanation to the candidate within two weeks of his/her decision.

Recommended Timelines (submission deadlines may vary by college)

- Submission by candidate to head: November 1
- Submission by head to college advisory committee: November 20
- Submission by dean/vice president to Vice Provost for Faculty Affairs (for information only): January 15
- Notification of denial by the dean/vice president to the candidate: January 15
- Notification of approval to the candidate: February 1

II. THE SABBATICAL LEAVE ADVISORY COMMITTEE AND THE APPEALS PROCESS FOR DENIED APPLICATIONS

The Sabbatical Leave Advisory Committee: This committee of faculty members and the Vice Provost for Faculty Affairs are appointed by the Provost and is advisory to the Provost. The committee will consider appeals of denied applications for sabbatical leaves and it will be the original place to handle special cases that do not appear to be covered by the guidelines.

The Appeals Process: Every candidate whose sabbatical proposal is rejected by a dean/vice president will have the right to appeal to the University's Sabbatical Leave Advisory Committee. The appeal is due on or before February 15. The committee will report its recommendations to the Provost who will discuss the outcomes with the dean/vice president. The Provost will then render a final decision and will notify each candidate of the outcome by March 15.

III. SABBATICAL REPORT

At the end of the second semester following a sabbatical leave, faculty will submit a report to their head and dean/vice president about the sabbatical. The sabbatical report will consist of two parts.

Part I. Provide the objectives and results of the sabbatical project. If the objectives of the original sabbatical project have changed, provide an explanation. This section of the report will be used by the dean's/vice president's office to compile a summary report on all sabbaticals and their results within the college to be distributed to the faculty of the college/vice presidential area. The report also will be used by the head and dean as part of the normal annual performance review of the succeeding year.

Part II. In everyday language, summarize the results of the sabbatical project and how they are of interest to the general public. This information will be used by the university for purposes of publicity. The dean/vice president shall submit these to the Vice Provost for Faculty Affairs in January.