FACULTY SABBATICAL LEAVE

Purpose:
To provide the procedure for requesting and receiving sabbatical leave.

Scope:
Applies to all University Faculty.

Responsible Party:
Provost and Vice President for Academic Affairs, 426-1202
Human Resource Services (HRS), 426-1616

POLICY

I. Policy Statement

A sabbatical leave is awarded to provide time and resources for tenured faculty members to revitalize themselves in order to become more effective teachers and scholars and to enhance their services to the University.

The purpose(s) for which a sabbatical leave may be granted include: research, scholarship, writing, or professional/artistic development; enhancing teaching, course and curriculum development; attendance at classes, symposia, or seminars; and/or other well-defined purposes.

The selection of the applicants to receive sabbatical leaves is based on the merit of the proposed use of the sabbatical leave time. The Boise State University Sabbatical Committee will evaluate the applications and notify the Provost and Vice President for Academic Affairs those recommended for approval. The Committee will also recommend allocation of sabbatical funds. Final approval of sabbatical leaves and funding allocation rests with the Provost and Vice President for Academic Affairs.

II. Sabbatical Leave Guidelines
A. Eligibility: Applications for sabbatical leaves will be considered only from tenured faculty members (or a professional-technical faculty member) who have completed at least six years of active service to Boise State University on a full-time appointment (academic or annual) at the time the sabbatical leave is to begin. Faculty who have been awarded a sabbatical leave will be eligible to apply for a subsequent sabbatical when six (6) additional full-years of service have been rendered.

B. Conditions

1. Sabbatical leaves may be granted for a period of two semesters or 12 months at 65% pay or for one semester or six months at full pay. The semester or month pattern of sabbatical leave to be determined by the academic or annual appointment base of the faculty member. For those on sabbatical leave for one semester or six months, the existing retirement annuity arrangements will continue unchanged. For those on sabbatical leave for two semesters or 12 months, the retirement program is as follows: the individual will be classified as a full-time employee at a reduced rate of pay, and the deduction for retirement contribution will be prorated.

2. The university will provide funds for support for temporary replacement instructional staff at a rate consistent with the adjunct salary rate for up to nine (9) credits per semester when the sabbatical leave is for one semester. Instructional replacement cost for full-year sabbaticals cannot exceed the lesser amount of either 35% of the faculty member’s nine month salary (plus associated fringe) or Special Lecturer rates.

3. Sabbatical leaves for faculty on academic appointment do not begin until the end of the academic year in which the application has been made and approved.

4. A faculty member on sabbatical leave is relieved from all teaching, research, administrative functions, and committee work for the leave period so that full time may be devoted to the purpose for which the leave is granted.

5. A faculty member is encouraged to seek supplementary grants or other awards while on sabbatical leave, provided they are routed through normal university channels and do not interfere with the stated purposes of a faculty member’s sabbatical program.

6. While on sabbatical leave, a faculty member may accept additional part-time employment that does not interfere with the stated...
purposes of a faculty member’s sabbatical program, provided such employment is approved by the Dean and Provost. A faculty member may not accept a tenure track appointment at another institution while on sabbatical leave.

7. Sabbatical leaves cannot be granted when the ongoing program of instruction or research will be jeopardized. Because administrative supervisors must attest to the ability of the academic unit to adjust the responsibilities of the person on sabbatical leave, applications must be forwarded in accordance with deadlines in II-D.

8. If, after a sabbatical leave has been awarded, significant changes are to be made in objectives, locations, or other important aspects of the project design, these changes must be approved by the faculty member's department chair, Dean, and Provost.

9. A person receiving a sabbatical leave may be required to postpone it to a subsequent fiscal year at the university’s request.

10. A person who has been granted a sabbatical leave may request to delay that leave into the next fiscal year; such requests shall be sent to the Provost for consideration.

11. A faculty member receiving a sabbatical leave must return to active duty as a member of the faculty for a period of at least one (1) academic year after the completion of the sabbatical, unless the Provost and Vice President for Academic Affairs approves a waiver of this requirement. A faculty member who fails to return for at least one academic year, without approval from the Provost and Vice President for Academic Affairs will be required to repay all or part of the salary and benefits received while on leave. Repayment must comply with all state and federal laws and regulations related to insurance premiums, tax withholding, payroll taxes, and retirement plans.

12. A person accepting a sabbatical leave remains a university employee and is bound by all university policies including utilization and reporting of Family Medical Leave and conduct within the University’s Shared Values.

13. Within one month of the start of classes in the semester of their return to the university, the faculty member must submit a written report of sabbatical activities and accomplishments to their department chair. The report must (a) state proposed goals and a summary of work completed toward the goals and (b) contain
information on how the new knowledge will be utilized in continuing his /her institutional responsibilities and any other benefits to the university as a result of the sabbatical leave. The Post Sabbatical Leave Report Approval Form must be attached to the front of the written report. A copy of this form appears at the end of this policy. Upon receipt of the approval form and report, the department chair will review the report. Acceptance of the report will be acknowledged by signing the approval form. The approval form and report will be forwarded to the dean. Providing there is concurrence with the chair's review, the dean will sign the approval form and will forward the approval form and report to the Provost and Vice President for Academic Affairs for review. If accepted, the Provost and Vice President for Academic Affairs will sign the approval form and forward the approval form and report to the University Library for placement in the Archives. The University Archivist will return a signed copy of the final report approval form back to the faculty member. This form will be returned to the faculty member within one month after submission of the report.

a) Unacceptable reports will be returned to the faculty member for modification.

b) The faculty member will not accrue time toward another sabbatical until an acceptable report has been processed and placed in the University Archives. The faculty member must make sure the required approval and reporting steps have been completed.

C. Application Package: A faculty member desiring a sabbatical leave must submit one application package in paper form with the following five sections, in sequential order, to their chair.

1. An application cover page describing the proposed leave project, to include the following:

   a) Name
   b) Department
   c) Title
   d) Date of tenure award
   e) Date of initial appointment as a tenured or tenure-track faculty member
   f) Dates of previous sabbatical leave and, leaves without pay
   g) Period of sabbatical leave covered by application
   h) Abstract of leave proposal not to exceed 50 words
2. Statement of sabbatical leave plans with the following information:
   (This section cannot exceed 10 letter-quality typed pages.)
   
a) A detailed description of activities to be engaged in: e.g.,
      research, writing or library work, study and/or travel. Goals,
      objectives and methodology to achieve such should be clearly
      specified. Use language understood by a person unfamiliar
      with your area of expertise. Specific jargon should be avoided
      or explained.

b) List any foundations, institutions, or other organizations with
   which you will be affiliated during the sabbatical leave period.
   Indicate what facilities and/or personnel are of particular
   relevance to your project.

c) A timeline and calendar of activities.

d) If the project is dependent on research grant or funds not in
   hand at the time application for sabbatical leave is made, a
   statement must be provided as to how the project will be
   completed without receipt of such funds or an alternate
   proposal must be submitted.

e) Statement of anticipated outcomes: e.g., benefits to the
   University, its students, the community, and to self (i.e.,
   publications, recitals, exhibits).

f) Supporting bibliography.

3. In addition to letter of project evaluation from the department chair
   and approval from the dean, two letters of peer review shall be
   appended to the application. The authors of these letters must be
   familiar with the detailed plans and must be professionally qualified
   to evaluate the proposal on its research methodology and merit. One
   of these letters must come from off campus. The department chair
   and dean cannot serve in this capacity.

4. A vitae containing information on educational background, previous
   professional or scholarly work, publications, creative activities, and
   pertinent university and/or community service must be included.

5. A statement of intention to return to the university as a full-time
   faculty member for a period of at least one (1) academic year.

The application package containing the five sections, in sequential order, must be
forwarded to the applicant’s department chair who must then forward it to the
applicant’s dean. The applicant’s dean will then forward it to the Office of the
Provost and Vice President for Academic Affairs who will forward the application to
the Sabbatical Committee. It is the responsibility of the faculty member to make
sure the application is complete and the following deadlines are met. It is the responsibility of the chairs and deans to adhere to these deadlines.

D. Deadlines

1. Applicants: Application for sabbatical leave must be submitted to the department chair on or before December 1.

2. Department Chairs: The application will be forwarded to the appropriate dean along with the chair’s evaluation letter, which must include any instructional replacement costs, on or before December 31.

3. Deans: The original application, with the chair’s evaluation letter and approval from the dean, will be forwarded to the Office of the Provost by January 15. The Office of the Provost and Vice President of Academic Affairs will forward the application and letters to the Sabbatical Committee.

E. Project Evaluation

1. The applicant’s department chair will attach a letter to the application, addressing:
   a) Performance,
   b) Competence of the applicant,
   c) The value of the project to the individual and the department,
   d) Documented financial requirements,
   e) Instructional needs of the department to replace the applicant (such as usual teaching load of the applicant and the expected course replacement needs of the department).

2. Leave applications are evaluated on the basis of their feasibility, appropriateness, value to the individual and the institution. Criteria on which proposals will be evaluated are:
   a) Submission of all required information in proper format according to II-C,
   b) Adequacy of description and goals,
   c) Timetables and availability of materials,
d) Ability of the individual to complete the project based on background, previous experience, and personal bibliography,
e) Value of project to the students, University and community,
f) Letters of evaluation of project:
   i. Two peer letters
   ii. Chair

F. Notification and Appeals Process:

1. Committee

   a) After review of the proposals, the Committee will decide whether it intends to forward a positive or negative recommendation to the Provost and Vice President for Academic Affairs of each sabbatical. All applicants will be notified by the Committee Chair of their respective recommendations. If an applicant receives a negative recommendation, s/he will have one week from date of this notification to inform the Committee Chair in writing of the intent to appeal this decision.

   b) The Committee Chair will then call an appeal meeting at the earliest possible date. At this meeting, the faculty member will make a brief presentation (5-10 minutes) to the committee followed by questions from the committee members to further explain or clarify any details in his/her original application. The candidate may be accompanied by their department chair. The Committee Chair will provide written notification to the candidate and department chair of the Committee’s appeal decision.

   c) After the Sabbatical Committee has considered all appeals and made its final decisions, the Sabbatical Committee Chair will notify the Provost and Vice President for Academic Affairs of the Committee’s final recommendations for sabbatical leave.

2. Provost’s Office

   a) The Provost and Vice President of Academic Affairs will then review the proposals and recommendations and formally notify the candidates applying for sabbatical leave of his/her decision within 4 weeks.
b) The faculty member has the right to appeal the decision of the Provost and Vice President for Academic Affairs. Notification of intent to appeal must be made in writing within one week of receipt of the sabbatical leave decision. The Provost’s Office will arrange a meeting between the faculty member and the Provost or his/her representative. The candidate may be accompanied by his/her department chair. The Provost’s Office will provide written notification to the candidate of the appeal decision.

c) The Provost’s Office will provide each department chair with a copy of the letter sent to the candidate. This letter will indicate the recommendation for approval or denial of the application and the distribution of funds to the department.

d) The Provost and Vice President for Academic Affairs will submit the list of faculty members awarded sabbatical leaves and a brief statement of the purposes of each sabbatical in his/her report to the State Board of Education.

The Sabbatical Application Approval Form can be found here.

The Post Sabbatical Leave Report Approval Form can be found below and here.
POST SABBATICAL LEAVE REPORT APPROVAL FORM

Sabbatical Report for: ______________________________
Department: ___________________________________
College: ______________________________________

As per BSU Policy 4400, please review the report, indicate your acceptance/nonacceptance of the report and forward it to the next appropriate person. Thank you for your assistance in this matter.

Acceptable Not acceptable ___________________________ Department Chair Signature Date

Acceptable Not acceptable ___________________________ Dean Signature Date

Acceptable Not acceptable ___________________________ Provost and Vice President for Academic Affairs Signatures Date

The Sabbatical Leave Report accompanying this approval form has been received at the Boise State University Library Archives

____________________________ ______________________
University Archives Representative Signature Date

After signing this form, The University archives representative will forward the form to the faculty member whose final report was approved and archived.