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## **Policy 5A: Approval of Sabbatical Assignments** <sup>[1]</sup>

A sabbatical is a privilege granted by the University for the advancement of the University, subject to the availability of resources. A sabbatical assignment is an important tool in developing academic scholarship and is a time for concentrated professional development. The faculty member shall use the sabbatical assignment in a manner that will enhance her/his scholarly and/or teaching competence and potential for service to the University, and advance departmental program goals.

Specific rules and procedures regarding the granting of sabbaticals:

A. Faculty members eligible as described in the Laws of the Regents seeking approval for a sabbatical must submit a specific plan. This plan must: (1) describe the project's academic objectives, including its contribution to the faculty member's professional growth and expertise; (2) provide a clear work plan; (3) demonstrate the congruence of the proposal's objectives to the academic and/or pedagogical goals of the department; (4) specify its contribution to enhancing the University's reputation; and (5) describe its contribution to the educational experience of the students.

B. Each plan must be approved by the department chair or an appropriate departmental committee, by the dean of the college or school, and by the campus's chief academic officer. If approved, the faculty member's request will be forwarded to the Vice President for Academic Affairs and Research, who will ensure that each step of the approval process has met the requirements of this policy. With the concurrence of the President, approved requests will then be submitted to the Regents for final approval.

C. During the first semester after returning to regular duties, the faculty member must file a substantive report with the dean of her/his work and overall accomplishments during the sabbatical. The Dean will evaluate the report for conformity with the sabbatical plan. Both the plan for the sabbatical and the post-sabbatical report shall be public documents. Therefore, no proprietary information reflecting intellectual property issues should be included in these documents. Copies of the plan and the report must be kept on file by the appropriate dean. The academic unit shall evaluate the sabbatical reports as part of the annual merit evaluation and post-tenure review processes.

Deans will maintain annual records of the number of sabbatical requests refused as well as those awarded.

D. To be eligible for subsequent sabbaticals, faculty members must demonstrate that they substantially met the academic goals stated in their previous sabbatical plan.

Last Amended: November 3, 2005

History:

Adopted February 24, 1968;  
amended March 17, 1988, January 20, 1994, October 20, 1994, March 16, 1995; and  
revised November 3, 2005. timeline for the award of tenure was incorporated into the Laws,  
Article 5.B.3.c.

**Groups audience:**

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