I. INTRODUCTION

This administrative policy statement provides procedures for implementing the approval of sabbatical assignments, as required by Regent Policy 5.A.C and Regent Policy 5.C.2. "Approval of Sabbatical Assignments." Administrators responsible for the award of sabbaticals shall be accountable for ensuring compliance with the Regent Laws and Policy on sabbaticals as well as this administrative policy statement.

II. POLICY STATEMENT

A. 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. It is expected that the faculty member shall use the sabbatical assignment in a manner that shall enhance his/her scholarly and/or teaching competence and potential for leadership and service to the university, as well as to advance the primary unit’s program goals.

B. After six years of service to the university on full-time appointment, a tenured member of the faculty shall become eligible for a sabbatical assignment. In the case of the Anschutz Medical Campus faculty, tenure-eligible-track and...
specialty-track faculty members who have attained the rank of associate or full professor are also eligible for sabbatical assignments after six years of full-time service to the university.

C. A tenured faculty member on an appointment of 50-99% is also eligible for a sabbatical after six years of service, but at a proportional rate of pay (based on the average percentage of FTE appointment over the last six years). In the School of Medicine, faculty members on less than 100% appointments may have the interval between sabbaticals adjusted, rather than the salary.

III. SPECIFIC RULES AND PROCEDURES REGARDING THE AWARD OF SABBATICALS

A. Eligibility. Tenured faculty, and other faculty members specified in Regent Law Policy 5. B.3. C.2, are eligible to apply for a sabbatical after six years of service to the university. Eligible faculty members may apply for subsequent sabbaticals after at least six years of additional service to the university, must have filed a report on sabbatical activity (described below), and must demonstrate that he/she has substantially met the academic goals stated in the previous sabbatical plan.

B. Administrative Time. University administrators are not eligible for sabbaticals. (University policy defines department chairs as faculty, not administrators.) Tenured faculty members who also hold full time administrative positions may only take a sabbatical from their faculty positions after completely relinquishing their administrative position. They may apply for sabbaticals upon return to their faculty positions. Time in administrative appointments counts toward eligibility for faculty sabbaticals.

C. Calculating Years of Service. In calculating service years for the purpose of sabbatical eligibility, periods of time when a faculty member took an unpaid leave of absence may count, depending on the circumstances and subject to approval by the provost.

D. Approval Process. Eligible faculty members seeking approval for a sabbatical shall submit a plan for the sabbatical. The plan shall include the following information:

1. Dates of sabbatical;
2. Plan for coverage of current academic responsibilities and replacement of teaching expenses;
3. Plan for coverage of all other current responsibilities (any responsibilities to be retained while on leave must be documented and agreed to by supervisor and others as appropriate; these may include administrative responsibilities, research grants and/or clinical service);
4. Remuneration plan for sabbatical (includes source of funds, identification of expenses to be reimbursed and manner in which reimbursement is to occur);
5. Statement of available external funding sources and attempts to obtain such funding;
6. Description of the sabbatical’s academic objectives, including its contribution to the faculty member’s professional growth and expertise;
7. Description of a clear work plan, including all anticipated professional activities;
8. Demonstration of the benefit of the proposal’s objectives to the academic, clinical, and/or pedagogical goals of the primary unit;
9. Specification of the sabbatical’s contribution to enhancing the university’s reputation; and
10. Description of the sabbatical’s contribution to the educational experience of the students.

E. Approval Process. Each plan shall be subject to approval by the department chair, unit head, or an appropriate primary unit committee; by the dean of the college/school; and by the provost. If approved, the faculty member's request shall be forwarded to the Vice President for Academic Affairs, who shall ensure that each step of the approval process has met the requirements of this policy. Requests shall then be forwarded to the Board of Regents for final approval.

F. Sabbatical Salary Support. The dean of the school/college shall ensure that the costs associated with the sabbatical are covered, including teaching replacement expenses. The dean may suspend a sabbatical if funding is not available in the school/college. Remuneration (from university resources such as state funding, university administered grants or contracts, or any other university managed sources) for the sabbatical assignment shall be as follows: for full-time faculty on nine-month appointments, either full salary for one semester or half salary for two semesters; for full-time faculty on 12-month appointments, six months full salary or half salary for sabbaticals of 6
IV. GUIDELINES FOR THE EVOLUTION OF SABBATICAL PROPOSALS THAT COINCIDE WITH A MAJOR CHANGE IN DUTIES

A. As described in HB 94-1050 Colorado Revised Statute 23-5-123, the intent of sabbaticals is to maintain a high caliber of faculty by developing and enhancing faculty expertise in teaching and research. Thus, a sabbatical is not primarily a reward for past performance, but a tool for faculty development. The criteria that the university has created for evaluating sabbatical proposals emphasize this faculty development intent.
The criteria for sabbaticals are clear for faculty members whose careers lie in a particular discipline and whose responsibilities remain fairly constant over time. For those individuals, the reviewing authority can examine the quality of the sabbatical plan and the faculty member's track record to determine the merits of the proposed sabbatical program and its potential contribution to the institution.

By contrast, in the case of a sabbatical request from faculty members undergoing a significant shift in duties, such as an assigned change in the relative emphasis on teaching and research duties or a change in management responsibilities, the reviewing authority may need to take these changes into account. The criteria below are intended to assist the reviewing authority in evaluating such sabbatical proposals.

1. Additional Criteria for Sabbaticals Approved at a Time of Significant Shift in Duties.
   Faculty members applying for a sabbatical at or near a time of major change in responsibilities must meet all the established requirements of eligibility, including submission of sabbatical plans. In addition, the plans should contain: (1) descriptions of the changes in duties and expectations created by the faculty member's reassignments; and (2) explicit discussion of how proposed sabbatical activities shall enhance the faculty member's abilities to carry out these changed responsibilities for the benefit of their units and the university.

V. HISTORY
Initial policy effective April 1, 2008.
Policy revised July 20, 2012.
The term “service” was replaced with the term “leadership and service” effective April 30, 2014 per resolution of the CU Board of Regents.
Policy revised July 11, 2016.
References to Regent Policy updated and reference to Colorado statute added July 1, 2019. Updates contain only the minimal changes needed to implement the Regent-approved changes to Article 5: Faculty and Policy 5: Faculty.
(Pending)