



ADMINISTRATIVE POLICY STATEMENT

1 **Policy Title:** Approval of [Tenured Faculty](#) Sabbatical Assignments
2 **APS Number:** 1024 **APS Functional Area:** **ACADEMIC/RESEARCH**
3
4 **Brief Description:** Provides procedures for the approval of [tenured faculty](#) sabbatical assignments, as required
5 by Regent Policy 5.C and Colorado law.
6 **Effective:** [July 1, 2020](#)[February 1, 2024 \(Pending\)](#)
7 **Approved by:** President [Bruce D. Benson](#)[Todd Saliman \(Pending\)](#)
8 **Responsible University Officer:** Vice President for Academic Affairs
9 **Responsible Office:** Office of ~~the Vice President for~~ Academic Affairs
10 **Policy Contact:** Office of ~~the Vice President for~~ Academic Affairs
11 **Supersedes:** Approval of Sabbatical Assignments, ~~July 11, 2016~~[July 1, 2020](#)
12 **Last Reviewed/Updated:** ~~July 11, 2016~~[February 1, 2024 \(Pending\)](#)
13 **Applies to:** [Universitywide](#)[All campuses](#)
14
15 **Reason for Policy:** To comply with [Regent Policy 5.C – Faculty Appointments](#) and Colorado Revised Statute 23-5-123.
16

17 I. INTRODUCTION

18
19 This administrative policy statement provides procedures for the approval of [tenured faculty](#) sabbatical assignments, as
20 required by [Regent Policy 5.C.2 – Tenured and Tenure-Track Faculty Appointments](#). [This policy is applicable to tenured](#)
21 [faculty only with some exceptions at the Anschutz Medical Campus \(see Section II.B\).](#) -Administrators responsible for
22 the award of [tenured faculty](#) sabbaticals shall be accountable for ensuring compliance with ~~the~~ Regent Policy on
23 sabbaticals as well as this administrative policy statement.
24

25 II. POLICY STATEMENT

- 26
27 A. A sabbatical is a privilege granted by the university for the advancement of the university, subject to the availability
28 of resources. A sabbatical assignment is an important tool in developing academic scholarship and is a time for
29 concentrated professional development. It is expected that the faculty member shall use the sabbatical assignment
30 in a manner that shall enhance their scholarly and/or teaching competence and potential for leadership and service
31 to the university, as well as to advance the primary unit’s program goals.
32
33 B. After six years of service to the university on full-time appointment, a tenured member of the faculty shall become
34 eligible for a sabbatical assignment. In the case of the Anschutz Medical Campus faculty, tenure-track and
35 specialty-track faculty members who have attained the rank of associate or full professor are also eligible for
36 sabbatical assignments after six years of full-time service to the university.
37
38 C. A tenured faculty member on an appointment of 50-99% is also eligible for a sabbatical after six years of service,
39 but at a proportional rate of pay (based on the average percentage of FTE appointment over the last six years). In
40 the School of Medicine, faculty members on less than 100% appointments may have the interval between
41 sabbaticals adjusted, rather than the salary.
42

43 III. PROCEDURES
44

- 45 A. Eligibility. Tenured faculty, and other faculty members specified in [Regent Policy 5.C.2 - Tenured and Tenure-](#)
46 [Track Faculty Appointments](#), are eligible to apply for a sabbatical after six years of service to the university.
47 Eligible faculty members may apply for subsequent sabbaticals after at least six years of additional service to the
48 university, must have filed a report on sabbatical activity (described below), and must demonstrate that they have
49 substantially met the academic goals stated in the previous sabbatical plan.
50
- 51 B. Administrative Time. University administrators are not eligible for faculty sabbaticals. (University policy defines
52 department chairs as faculty, not administrators.) Tenured faculty members who also hold full time administrative
53 positions may only take a faculty sabbatical from their faculty positions after completely relinquishing their
54 administrative position. They may apply for sabbaticals upon return to their faculty positions. Time in
55 administrative appointments counts toward eligibility for faculty sabbaticals.
56
- 57 C. Calculating Years of Service. In calculating service years for the purpose of sabbatical eligibility, periods of time
58 when a faculty member took an unpaid leave of absence may count, depending on the circumstances and subject to
59 approval by the provost.
60
- 61 D. Sabbatical Plan. Eligible faculty members seeking approval for a sabbatical shall submit a plan for the sabbatical.
62 The plan shall include the following information:
63
64 1. Dates of sabbatical;
65
66 2. Plan for coverage of current academic responsibilities and replacement of teaching expenses;
67
68 3. Plan for coverage of all other current responsibilities (any responsibilities to be retained while on leave must be
69 documented and agreed to by supervisor and others as appropriate; these may include administrative
70 responsibilities, research grants and/or clinical service);
71
72 4. Remuneration plan for sabbatical (includes source of funds, identification of expenses to be reimbursed and
73 manner in which reimbursement is to occur);
74
75 5. Statement of available external funding sources and attempts to obtain such funding;
76
77 6. Description of the sabbatical's academic objectives, including its contribution to the faculty member's
78 professional growth and expertise;
79
80 7. Description of a clear work plan, including all anticipated professional activities;
81
82 8. Demonstration of the benefit of the proposal's objectives to the academic, clinical, and/or pedagogical goals of
83 the primary unit;
84
85 9. Specification of the sabbatical's contribution to enhancing the university's reputation; and
86
87 10. Description of the sabbatical's contribution to the educational experience of the students.
88
- 89 E. Approval Process. Each plan shall be subject to approval by the department chair, unit head, or an appropriate
90 primary unit committee; by the dean of the college/school; and by the provost. If approved, the faculty member's
91 request shall be forwarded to the Vice President for Academic Affairs, who shall ensure that each step of the
92 approval process has met the requirements of this policy. Requests shall then be forwarded to the Board of Regents
93 for final approval.
94

- 95 F. Sabbatical Salary Support. The dean of the school/college shall ensure that the costs associated with the sabbatical
 96 are covered, including teaching replacement expenses.¹ The dean may suspend a sabbatical if funding is not
 97 available in the school/college. Remuneration (from university resources such as state funding, university
 98 administered grants or contracts, or any other university managed sources) for the sabbatical assignment shall be as
 99 follows: for full-time faculty on nine-month appointments, either full salary for one semester or half salary for two
 100 semesters; for full-time faculty on 12-month appointments, six months full salary or half salary for sabbaticals of 6
 101 to 12 months duration. Stipends for administrative duties, such as chair or center director stipends, are not included
 102 in "salary" and shall not be taken into account in calculating the individual's salary while on sabbatical.
 103
- 104 For nine-month faculty members on 50-99% appointments, remuneration shall be pro-rated. For example, a faculty
 105 member on a 75% appointment would receive that usual 75% salary for one semester or half of that salary per
 106 semester for both semesters. For 12-month faculty on 50-99% appointments, remuneration shall also be pro-rated.
 107 For example, a faculty member with a 75% appointment would receive their monthly 75% rate salary for up to six
 108 months of sabbatical leave. Faculty on leave for 6 to 12 months shall receive half of their usual salary for the term
 109 of the sabbatical. For eligible part-time faculty at the Anschutz Medical Campus, the period of the sabbatical may
 110 be pro-rated. All information concerning institutional expenses in support of the sabbatical program shall be
 111 considered a matter of public record.
 112
- 113 G. External Funding. Faculty members applying for sabbatical assignments shall apply for external funding (such as
 114 fellowships, grants, or clinical work) when appropriate. The total university salary to the faculty member, from
 115 sabbatical pay and any contract or grant administered through the university, shall not exceed university limits.
 116 There is no restriction on additional non-university income, subject to the faculty member satisfying the duties of
 117 the sabbatical plan and any contract/grant requirements.
 118
- 119 H. University Duties while on Sabbatical. Normally, the university does not hire its faculty who are on sabbatical to
 120 teach courses. Any requested exceptions to this provision or other requirements of this policy shall be subject to
 121 review and approval by the dean and the provost.
 122
- 123 I. Changes to Sabbatical Plan. If a faculty member on sabbatical assignment finds it necessary or desirable to alter
 124 substantially the work plan or academic objectives of the sabbatical project, they shall inform the department chair
 125 or dean (as determined by college/school policy) in writing as soon as possible of the reasons for the proposed
 126 change and secure the department chair's or dean's written approval for the revised plan. Any change in the time
 127 frame of the sabbatical shall be sent to the dean and provost for approval.
 128
- 129 J. Return from Sabbatical. In accepting a sabbatical assignment, the faculty member shall agree to return to the
 130 university upon completion of the sabbatical and work for the university for at least two semesters for 9-month
 131 faculty and one year for 12-month faculty. Under circumstances in which the faculty member voluntarily
 132 terminates their connection with the university within the period of one year after the end of the sabbatical, the
 133 individual shall refund the university the amount of the sabbatical salary support provided by the university on a
 134 pro-rated basis, this requirement shall be exempted under extraordinary circumstances, such as permanent disability
 135 or death of the faculty member, wherein neither the individual nor the heirs shall be obligated to refund any part of
 136 the amount paid while the faculty member was on sabbatical. Any exceptions, such as for individual retirement
 137 agreements, shall require approval by the dean and the chancellor or chancellor's designee.
 138
- 139 K. Sabbatical Reports. By no later than the end of the first semester after returning to regular duties, the faculty
 140 member shall file a substantive report with their dean describing their work and overall accomplishments during the
 141 sabbatical. The dean shall evaluate the report for conformity with the sabbatical plan. Both the plan for the
 142 sabbatical and the post-sabbatical report shall be public documents. Therefore, no proprietary information
 143 reflecting intellectual property issues should be included in these documents. Copies of the plan and the report shall
 144 be kept on file by the appropriate dean. The primary unit shall evaluate the sabbatical report as part of the annual
 145 merit evaluation and post-tenure review process.
 146

¹ On the Anschutz Medical Campus, approval of a sabbatical may be conditioned on the faculty member identifying funds to support the sabbatical salary and costs.

- L. Multiple Sabbaticals in a Unit. In the event that two or more members of a primary unit simultaneously become eligible for sabbatical assignments and it becomes necessary to limit the number of sabbaticals in the unit, the selection shall be based upon the quality of the sabbatical plan, its immediate relevance to unit goals, and the length of time since the applicant’s last sabbatical. Primary units may add additional criteria at their discretion. The provost shall have the power to resolve special problems of eligibility.
- M. Sabbatical Data. Deans shall maintain annual records of the number of sabbatical requests awarded and the number refused. Chancellors shall submit a summary report on all sabbaticals to the Board of Regents annually.

IV. **GUIDELINES FOR THE EVOLUTION OF SABBATICAL PROPOSALS THAT COINCIDE WITH A MAJOR CHANGE IN DUTIES**

- A. As described in 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**

- Adopted: April 1, 2008.
- 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; July 11, 2016; July 1, 2020 (References to regent policy updated and references to Colorado statute added. Additional updates contain only the minimal changes needed to implement the Regent-approved changes to *Article 5: Faculty* and *Policy 5: Faculty*); [February 1, 2024 – reviewed and retitled. \(Pending\)](#).
- Last Reviewed: [July 11, 2016](#) [February 1, 2024 \(Pending\)](#).