College of Education and Behavioral Sciences
Office of the Dean

This document contains information regarding the sabbatical application and reporting process, along with a memo from Provost Wacker regarding sabbatical leaves.

Sabbatical Leave Information

Sabbatical leave policy and procedures, including eligibility, use, restrictions, approval procedures, salary, report obligation, and institutional accountability are described in the Board Policy Manual. These policies and procedures apply to all faculty members who apply for and take a sabbatical leave.

Important selections from BOT Policy (http://www.unco.edu/trustees/Policy_Manual.pdf) regarding Sabbatical Leave:

1-1-309 Faculty Leaves. “The sabbatical leave program is designed to provide an opportunity for growth and renewal for tenured faculty members. Sabbatical leaves must be for the manifest, demonstrable benefit of the University in meeting its responsibilities of teaching, scholarly and other professional activities, service and the advancement of knowledge and must contribute to the further development of an individual as a teacher-scholar. Sabbatical leaves are limited by fiscal resources of the institution and staffing considerations. These leaves, therefore, are competitive in nature and will be approved on the basis of specific requests, including outlines of proposed activities to be pursued during the course of the leave.”

2-3-1001(1) Purpose. “The sabbatical leave program at the University is designed to provide an opportunity for faculty growth and renewal and must be for the manifest, demonstrable benefit of the University in the promotion of teaching and scholarship. The purpose of sabbatical leave is to enhance professional growth, knowledge in the discipline, students’ educational experience, and the University’s reputation.”

2-3-1001(3) Appropriate Use of Sabbatical Leaves. [See also 3-3-1001(1) Sabbatical Proposals]. “The activities undertaken during sabbatical leave must be related to the individual’s on-campus responsibilities. The proposal must specify the effect on professional growth, development of knowledge in the discipline, influence on the students’ educational experience, and the enhancement of the University’s reputation. Once the goals and plan are approved, the faculty member is obligated to fulfill them, unless amended [See also 2-3-1001(5) Approval Procedures].”

2-3-1001(6) Compensation: (a) Salary. “Remuneration for a one-semester leave will be at full salary and for a full academic year (i.e., two semesters) will be 60 percent of the academic year instructional base salary. Faculty members on sabbatical leave may not receive compensation for overload teaching for the university.”
(The complete Board of Trustees Policy, including other provisions related to sabbatical leaves, is available at: [http://www.unco.edu/trustees/Policy_Manual.pdf](http://www.unco.edu/trustees/Policy_Manual.pdf). University Regulations related to sabbatical leaves are available at: [http://www.unco.edu/trustees/University_Regulations.pdf](http://www.unco.edu/trustees/University_Regulations.pdf))

Additional Information about sabbaticals can be found on the Provost’s page at: [Completed Sabbatical Leave application form available off the following page](http://www.unco.edu/provost/sabbatic.html)

### Application Process

The process is delineated on the Application Form which can be found at: [http://www.unco.edu/provost/pdf/appforleave.pdf](http://www.unco.edu/provost/pdf/appforleave.pdf)

Applicants must address all information required on the form—note especially Required Materials #2.

Applicants should submit their materials to the School Director/Department Chair for review both by tenured/tenure-track faculty and by the Director/Chair. Note that there must be a faculty vote and a Letter of Recommendation from the Chair/Director. Applications are then reviewed further by the Dean, Provost, President, and Board of Trustees. Letters of Recommendation from the Chair/Director and Dean must address topics outlined on the application form.

### General Schedule of Deadline:

- September: Colleges provide schools, HR & Provost with eligible faculty lists.
- October: Faculty eligibility confirmed to Provost and Deans by HR
- October: Dean holds information session
- November: Director/Chair recommendation to Dean
- December (end of semester): Deans recommend Sabbatic leaves to Provost
- December (end of semester): Faculty submit Sabbatic reports from previous year to Dean
- February: Provost recommends Sabbatic leaves to President
- February: President's recommendations returned to Provost
- March: President's recommendations for Sabbatic Leaves to Board of Trustees

### Sabbatical Report

Faculty members must provide a report no later than one year after the completion of the sabbatical. The report should summarize the accomplishments of the leave. See the following pages for more details on reporting requirements. An acceptable report should describe:

1. how the actual sabbatical leave conformed with the leave that was approved, indicating changes if necessary
2. the major accomplishments of the leave
3. how the leave improved teaching and scholarship
4. benefits to the school, college and university

Following policy, faculty who do not submit an acceptable report within one academic year of completion of the leave shall not be eligible for subsequent sabbatical leaves.

Revised: September 2013
College of Education and Behavioral Sciences
Sabbatical Leave Report

Name: ___________________________  Department / School _____________________________

Date of Sabbatical Leave:   Semester(s): ______   Year: ______

Date by which Sabbatical Leave Report is due: ______________ (within one academic year from completion of leave).

Date of Sabbatical Leave Report: ______________

Each department / school will determine the method by which faculty will evaluate sabbatical leave reports. The chair / director is responsible for recording and reporting the results and, where appropriate, for providing the faculty member with a written notification of non-acceptance by the faculty. The protocol for evaluation of sabbatical leave reports will be submitted to the dean for approval. At minimum, the sabbatical report will be evaluated considering the following criteria:

(1) Whether the report is complete and explicitly addresses each of the required elements (see below)

(2) Whether the sabbatical leave met its objectives as outlined in the proposal or, if applicable, as revised.

In order to complete the sabbatical leave report, use this form as a cover sheet for the following:

1. Provide a copy of your approved sabbatical leave proposal.

2. Provide your sabbatical leave report. In your report, please address each of the following:

   a. Summarize the key activities undertaken.

   b. Comment on what was accomplished during the leave, particularly with reference to goals articulated in your proposal.

   c. Explain how the sabbatical has contributed to your own professional development, to the academic program(s) in which you teach, and to the university.

Submit this cover sheet and the above materials to the appropriate department / school faculty representative in accordance with the department’s / school’s approved procedure for evaluation.
College of Education and Behavioral Sciences
Evaluation of Faculty Sabbatical Leave Report

This form is to be completed by the tenured and tenure track faculty, school director or department chair, and dean and copied to the faculty member who has submitted a sabbatical leave report. It is intended to record evaluative responses and recommendations concerning the sabbatical leave report. It is the responsibility of the department chair or school director to ensure that approved protocol for evaluation of sabbatical leave reports is followed and, along with the dean, to ensure it clearly addresses how the sabbatical leave met the appropriate uses of sabbatical leaves as specified in BOT Policy 2-3-1001(3). Additional pages of comments may be attached as needed. Under BOT Policy 2-3-1001(8) faculty and dean have the responsibility for assessing the acceptability or non-acceptability of the sabbatical leave report.

Faculty Member: __________________________ Department
/School______________________________

Date of Sabbatical Leave: Semester: ________ Year: ________ Date of Faculty Sabbatical Leave Report: _________ ______ First Report ______ Second Report

1. Faculty Evaluation: Indicate the faculty’s approval or non-approval of the sabbatical leave report. Include the means by which the determination was reached according to approved protocol for the academic unit. Attach comments as needed. If the approved protocol of the unit includes voting, indicate the faculty vote concerning the sabbatical leave report:
   _____ Approve: acceptable        _____ Disapprove: not acceptable*

   ________________________________________________________________________
   Faculty representative    Date

2. Review by Department Chair / School Director:
   This sabbatical leave report ____ does ____ does not* clearly address how the sabbatical leave met the appropriate uses of sabbatical leaves as specified in BOT Policy 2-3-1001(3). (See Appendix.)

   ________________________________________________________________________
   Department Chair / School Director    Date

3. Determination of Dean: _____ Approve: acceptable _____ Disapprove: not acceptable*

   ________________________________________________________________________
   Dean    Date

*If the sabbatical leave report is found unacceptable or in non-compliance with BOT Policy by the faculty, chair/director, or dean, a written notification must be provided to the faculty member from the level(s) of evaluation which did not approve the report. Attach and submit to the faculty member notifications of non-acceptance together with this form. In cases where the original faculty report has been found unacceptable, the faculty member may submit a second report to the faculty representative for consideration and evaluation. In such cases, this form will be used for responses by faculty, chair/director, and dean for second responses and recommendations. The second response by the dean is the final determination of approval or non-approval of the sabbatical leave report.
I am pleased to welcome sabbatical leave applications for the 2014-2015 academic year.

Sabbatical leaves are an invaluable mechanism by which faculty members improve their research, creative works, and teaching capabilities and are fundamental to the assurance of our academic quality and innovation. According to Board Policy, the sabbatical leave program is designed “to provide an opportunity for faculty growth and renewal and must be for the manifest, demonstrable benefit of the University in the promotion of teaching and scholarship. The purpose of the sabbatical leave is to enhance professional growth, knowledge in the discipline, students’ educational experience, and the University’s reputation.”

Please advise eligible faculty members in your units of sabbatical leave deadlines and relevant Board of Trustees policies (especially 2-3-1001 and 1-1-309).

The central operating schedule is as follows:

- **Sept. 23, 2013**: Deans provide HR and Provost with eligibility lists for faculty
- **Oct. 7, 2013**: Faculty eligibility is confirmed by HR for Provost and Deans
- **Nov. 11, 2013**: Sabbatical leave recommendations for Directors & Chairs - due to Deans
- **Dec. 9, 2013**: Deans recommend sabbatical leaves to Provost
- **Feb. 14, 2014**: Provost recommends sabbatical leaves to President
- **Feb. 28, 2014**: President returns sabbatical leave recommendations to Provost
- **Mar. 7, 2014**: Provost announces sabbatical leaves to the Board of Trustees
Departments, schools, and colleges (and University Libraries) will have their own internal schedule for applicants’ submission of sabbatical leave applications, which will allow time for review by designated faculty. These dates are set within your units. The new sabbatical leave form is now posted on the Provost website at http://www.unco.edu/provost/pdf/appforleave.pdf.

All important academic endeavors have associated costs, and in the fiscal realities in which we operate, we must continue to support sabbatical leaves in a financially responsible manner. Please encourage eligible faculty to consider either a one-semester or two-semester leave, depending on their personal goals and circumstances. According to Board policy, Deans and Department Chairs/School Directors are obliged to insure that students’ academic programs will not be unduly disrupted by the granting of the sabbatical leave. Therefore, when offering your recommendations regarding individual applications, please comment on how the applicant’s responsibilities within the unit, including doctoral committee work and extended campus responsibilities, are being handled.

Due to a new central budgeting model that funds university-wide activities, it is no longer the case that salary savings for two-semester leaves revert back to the units. Instead, for both one- and two-semester leaves, chairs and directors should determine cost-effective ways that leaves can be enabled. Deans have the option to include adjunct replacement costs for sabbatical leaves in their adjunct replacement budgets, although the first tactic should be to examine resources and course scheduling options within the unit.

I realize that in rare occasions an academic unit may not be able to absorb the instructional duties of an applicant without additional resources. Therefore, and compatible with Board policy, it is important to advise me of proposals that are recommended but not sufficiently funded within the unit. Although central funds have not been earmarked for instructional costs of sabbatical leaves, I would like to assess our capacity for supplemental support at the time that applications are sent forward to my office. Board policy does require that approved applications that cannot be supported be addressed in a prescribed manner (2-3-1001[5]d).

Also, according to Board policy, faculty are required to provide their department/school with a written report of the activities, goals fulfilled, and benefits derived during the course of the leave. After the report has been accepted at the various levels, copies are to be forwarded to me. In order to publicize the good work of our faculty, I will make these reports available to the AVP for Research for dissemination on the University’s research website.

Thank you for supporting this important professional development opportunity for our deserving faculty members.