

COLLEGE OF NATURAL AND HEALTH SCIENCES

SABBATICAL LEAVE GUIDELINES

Application for Sabbatical Leave

The purpose of a sabbatical leave is to provide an opportunity for faculty growth and renewal. As described in the Board Policy Manual, section 1-1-309, “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.” Please refer to sections 3-3-1001 of the University Regulations and 2-3-1001 of the Board Policy Manual for more information about sabbatical leaves.

Sabbatical leaves are competitive and limited by fiscal resources and staffing considerations. Prior to application, faculty must discuss with his/her Program Coordinator (if applicable) and School Director the implications of a sabbatical leave on program/school instructional needs, instructional costs, and student progression towards degrees. A sabbatical leave may not be terminal leave and may not be taken in the last year of service to the University. Leaves may be requested only for fall and/or spring semesters. To be considered for approval, the applicant for sabbatical leave request must complete the Application for Sabbatic or Administrative Leave (available online at:

<http://www.unco.edu/provost/forms/appforleave.pdf>) and in an attachment of two to five (2-5) pages in length:

- Detail specific goal(s) and plan(s) for achievement
- Show the relationship of the activities to be pursued to the individual’s on-campus responsibilities
- Specify the effect on the applicant’s professional growth and development of knowledge in the discipline
- Show how the activities will influence the student’s educational experience
- Show how the activities will enhance the University’s reputation
- Detail how leave will impact program staffing, expected cost of leave, and student progression towards degree in applicant’s program

Procedures for the Review of Sabbatical Leave Applications

The following procedures are adapted from section 2-3-1001(4) of the Board Policy Manual. Individual sabbatical leave proposals shall first be submitted to the School director/Department chair, who will then call a meeting of the tenure-track and tenured faculty of the School/Department or program. After due consideration, this group will either recommend approval or disapproval of the proposal by secret ballot, simple majority prevailing. To go forward, proposals recommended by the faculty for approval must then be recommended for approval by the director/chair and the dean. When informed by the respective deans of those faculty recommended for leaves, the CAO will make the final decision and report such decision to the President and to the BOT. The applicant will be informed of the results at each level of the review process.

Timeline

Sabbatical leave recommendations are due from the School director/Department chair to the dean based on the University calendar. Faculty members should consult with their School director/Department chair for information on the School/department’s deadlines.

Evaluation of Sabbatical Leave Report

As specified in Board Policy Manual 2-3-1001 (8), in accepting a sabbatical leave, the faculty member agrees to provide to the program area faculty a written report of the activities, the goals attained, and the benefits derived during the course of the leave. Upon approval of the program area faculty, the report will be forwarded to the unit leader and the dean. The unit leader and the dean will review the report to ensure it clearly addresses how the sabbatical leave met the appropriate uses of sabbatical leaves as specified in Board Policy Manual 2-3-1001 (3). If the program area faculty or dean find the report unacceptable, the faculty member will be notified in the writing and will have the opportunity to respond. Once the report has been accepted, copies will be forwarded to the CAO. 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. Programs, departments, and school in the College of Natural and Health Sciences will approve sabbatical leave proposals and sabbatical leave reports by a majority vote of tenured and tenure-track faculty within the program or unit, as appropriate. The basis of the vote will be the relevant criteria for sabbatical leave as identified by the University and, if applicable, the College. Abstentions will not count in the vote. Voting will be conducted by the unit leader or his or her designee.

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