

COLLEGE OF NATURAL AND HEALTH SCIENCES

SABBATICAL LEAVE GUIDELINES FOR ACADEMIC YEAR 2009-10

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, who will then call a meeting of the tenure-track and tenured faculty of the School 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 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 to the dean on Thursday, November 12, 2009. Faculty members should consult with their School director for information on the School's deadlines.

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