

# COLLEGE OF NATURAL AND HEALTH SCIENCES

## SABBATICAL LEAVE GUIDELINES FOR ACADEMIC YEAR 2010-11

### **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.

Prior to application, faculty must discuss with his/her Program Coordinator (if applicable) and School Director/Department Chair (unit leader) the implications of a sabbatical leave on unit 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.

Because of continuing and growing budgetary challenges, year-long sabbatical leave requests are encouraged (see Provost and Dean memos attached). Year-long leaves provide some salary savings that can address the instructional costs resulting from the leave. Single semester sabbatical leave requests may be entertained if the following conditions are included: 1) the program's ability to absorb all instructional replacement costs, 2) no adverse effects on course and section availability for students, and 3) no negative impacts on the program's student credit hour production. 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. Include statements on time sensitivity of proposed work.
- 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 the expected cost of the leave and how the leave will impact program staffing and student progression towards the degree in applicant's program.
- State whether the proposal has been previously postponed.
- Identify the period of time since the last sabbatical leave or since the time of hire.

### **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 unit leader or his or her designee in the program area, who will then call a meeting of the program area faculty (See 3-3-1001(1) Sabbatical Leave Application Procedures). After due consideration, this group will either recommend approval or disapproval of the proposal based on protocols developed by the program area faculty in consultation with the unit leader and approved by the dean. This decision shall be based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/ or staffing issues.

Proposals recommended by the program area faculty for approval are forwarded to the Unit leader and the dean who will make their recommendations based on resource and/or staffing issues and on whether the

proposal clearly addresses how it meets one or more of the appropriate uses of sabbatical leaves as specified in 2-3-1001(3). 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 recommendations and will be afforded an opportunity to respond at each level of the review process up to the CAO, whose decision is final.

**Timeline**

Sabbatical leave recommendations are due from the unit leader to the dean on Friday, November 12, 2010. Faculty members should consult with their unit leader for information on unit deadlines.

*Version of September 14, 2010*