**College of Humanities and Social Sciences**

**Evaluation of Faculty Sabbatical Leave Report**

The following materials and procedure will be used for evaluation of a faculty sabbatical leave report:

This form is to be completed by the faculty evaluation representative, 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

1. 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

1. 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.

APPENDIX

Board of Trustees Policy stipulates the following expectations, requirements, and conditions regarding sabbatical leaves and sabbatical leave reports:

**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].

(a) Examples of acceptable sabbatical proposals include, but are not limited to:

(I) The pursuit of research or study at an institution of higher education or similar entity where improvement of oneself as a teacher-scholar is the focus.

(II) The pursuit of research projects or creative endeavors within a faculty member’s specialty to advance knowledge, improve the ―state of the art,‖ or to produce material for publication.

(III) The acquisition of practical experience that will directly enhance the individual’s capacity to meet University responsibilities.

(IV) The pursuit of special studies or projects for the purpose of expanding institutional-related services beyond the faculty member’s obligations.

(b) Examples of unacceptable sabbatical proposals include, but are not limited to:

(I) Study at an institution of higher education, the primary purpose of which is to gain a degree in an area or discipline not related to current University responsibilities.

(II) Travel that is not directly related to University responsibilities. (A significant distinction is made herein between travel to improve oneself as a teacher-scholar and travel in and of itself.)

(III) Any sabbatical request within the faculty member’s current obligations to the University. (Examples include rewriting of course materials, course development, and the like.)

(IV) Activities or research not related to current University responsibilities.

**2-3-1001(5) Approval Procedures.**

Approval of a leave request will be based upon the merits of the proposal communicated by the specific goals and plan for achievement outlined in the proposal.

. . .

(g) Proposal Revisions. Revisions of approved leave plans must be approved by the school director or his or her designee in the program area and dean. The applicant will be informed of the recommendations and, if the revised proposal is not approved, will be afforded an opportunity to provide additional information.

**2-3-1001(8) Faculty Report Obligation.** 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 school director and the dean. The school director 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 2-3-1001(3). If the program area faculty or dean find the report unacceptable, the faculty member will be notified in 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.

**2-3-1001(9) Institutional Accountability.**

(a) All sabbatical leave records and approved and disapproved plans, will be available for inspection, upon request, by the Joint Budget Committee, the Education Committees of the Senate and the House of Representatives, and the Colorado Commission on Higher Education. Withdrawn plans will not be included in the records and will be returned to the faculty members.

(b) Final sabbatical reports are not considered a part of personnel files and become open record for public disclosure pursuant to the Colorado Open Records Statute (C.R.S. 24-72-204).

The complete Board of Trustees Policy, including other provisions related to sabbatical leaves, is available at <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>