

See University Regulations 3-3-1001(1), Sabbatical Leave Application Procedures

Sabbatical Leave Report

The following materials and procedure will be used by faculty to report sabbatical leave activity. sabbatical leave reports are due within one academic year from completion of the leave. In accordance with Board of Trustees Policy, faculty who do not submit a sabbatical leave report within the required time frame will not be eligible for subsequent sabbatical leaves.

**College of Humanities and Social Sciences
Sabbatical Leave Report**

Name: _____

Department / School _____

Date of Sabbatical Leave: Semester: _____ 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.

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.

- (a) Sabbatical Proposal Submission. Individual sabbatical leave proposals shall first be submitted to the department chair/school director, who will then call a meeting of the 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 department/school faculty in consultation with the chair/director 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.
- (b) Proposals recommended by the faculty for approval will be forwarded to the department chair/school director who will make recommendations based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/or staffing issues. Proposals not approved by the faculty for reasons of academic merit are disapproved and go no further in the process except for reporting purposes as specified in section (c) below. Proposals not recommended for approval by the faculty for reasons of resources and/or staffing issues will be forwarded to the department chair/school director who will make recommendations based upon the merits of the proposal according to the standards of the academic discipline as well as resource and/or staffing issues. The recommendations of the faculty and the department chair/school director will be forwarded to the dean who will make his/her recommendations based solely 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 2-3-1001(3). The recommendations of the faculty, the department chair/school director and the dean will be forwarded to the CAO who 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.

- (c) All proposals that are not recommended for approval, with the exception of those withdrawn by the faculty member, will be forwarded to the department chair/school director, dean, and CAO for reporting purposes.
- (d) All sabbatical leave proposals approved by the CAO will be presumed to be of equal merit. If for any reason in a given year the University cannot support all of the sabbatical leaves that have been approved, the CAO or his or her designee(s) will prioritize the proposals in the following manner:
 - (I) Sabbatical leave proposals that are time sensitive will take precedence over proposals that are not time sensitive. A proposal will be deemed time sensitive if it cannot be completed at all if postponed beyond the proposed dates. Information relevant to making this determination must accompany the sabbatical leave proposal (See 3-3-1001(2) for required information.)
 - (II) Within each group of proposals ordered as in paragraph (I), any proposals that have already been postponed in favor of more time sensitive proposals will take precedence over proposals that have not been so postponed. Notes of any previous postponements must accompany the proposal.
 - (III) Within each group ordered by the above principles, proposals from faculty members for whom the period of time since last sabbatical leave has been longest take precedence over those for whom the period since the last sabbatical has been shorter. Proposals will contain an indication of the period of time since the last sabbatical leave or, in the case of a first sabbatical leave, since the time of hire.

When a leave is postponed for the above reasons, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.

- (e) Delay of Leave by Faculty Member. Faculty members who apply for and are granted a sabbatical leave, and who, for any reason, are unable to take the leave at the time specified, may request postponement of the leave for up to one year. Postponement requires the recommendation of the department chair/school director and dean. If in this time the individual has not begun the leave, the leave is null and void and the individual must submit a new application. When a leave is postponed, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.
- (f) Delay of Leave by the Dean. The dean for the affected unit has the right to change the effective dates of the leave. The dean may not postpone the leave for more than one year from the requested beginning date, unless the affected faculty member agrees. When a leave is thus postponed, eligibility for the next sabbatical leave will be calculated as if postponement had not occurred.
- (g) Proposal Revisions. Revisions of approved leave plans must be approved by the department chair/school director 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 department/school faculty a written report of the activities, the goals attained, and the benefits derived during the course of the leave. Upon approval of the faculty, the report will be forwarded to the department chair/school director and the dean. The department chair/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 department chair/school faculty or dean finds 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 members 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

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.