

## **Sabbatical Leave Policies and Procedures (Revised 2023)**

A sabbatical leave is a privilege. The award of a sabbatical leave is not guaranteed but is dependent, in part, on the quality of the sabbatical leave application.

The sabbatical leave application has been moved online. Applicants will fill out an application within Workflow in Activity Insight on the DU website. Please check the deadlines below to make sure you have enough time to fill out the application.

### **Deadlines**

<u>Completed By</u>	<u>Due Date</u>
Applicant	by September 24 - Applicant notifies Institutional Research and Analysis at ( <a href="mailto:institutionalresearch@du.edu">institutionalresearch@du.edu</a> ) that they will be filling out a Sabbatical Leave Application so IRA can allow the application to be filled within Workflow in Activity Insight. IRA action may require several days for this action so it is strongly recommended the applicant start the application process early (way before September 24).
Applicant	by October 1 – complete application.
Chair	by October 15 – complete review.
Dean	by October 31 – complete review.
Faculty Senate Personnel Committee	December 1 – complete review and notify the Senior Vice Provost for Research and Graduate Education.

### **A. Eligibility for a Sabbatical Leave**

Before applying for a sabbatical leave, applicants should determine if they are eligible. The policy governing the sabbatical leave program specifies the eligibility for a sabbatical leave:

- All tenured members of the faculty with a minimum of six academic years of full time and continuous service at the University of Denver immediately preceding the proposed sabbatical leave year are eligible for the sabbatical leave program. University service as a full-time tenure track instructor also counts in determining eligibility.
- Faculty members in the Library Professorial Series, Teaching Professorial Series, Professor of the Practice Series, and Clinical Professorial Series (as defined in the “Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure”) with a minimum of six academic years full time and continuous service at the University of Denver immediately preceding the proposed sabbatical leave year are eligible for the sabbatical leave program.

- Non full-time appointments accrue time toward a sabbatical leave at the proportionate rate. For example, a half-time appointment would require twelve years of half-time service to accrue the equivalent of six years of full-time service.
- In computing the six academic years of continuous service, time spent in official leave of absence granted by the University will not be counted, but time both before and after such leave will be counted. An official leave of absence means that the faculty member has been released, with or without pay, from all duties for a period of time in order to pursue special projects or for personal reasons, with the exception of leaves covered by the Family Medical Leave Act. These are not counted as leaves of absence and will not delay sabbatical eligibility. Parental leaves are not counted as leaves of absence and will not delay sabbatical eligibility.
- A mini-sabbatical granted under special programs established by Deans is not considered an official leave of absence and, therefore, time spent on such a sabbatical will be counted as part of the six academic years of continuous service for sabbatical leave eligibility. Portions of an academic year during which a sabbatical leave is taken do not count toward the six years of continuous service. For example, for a sabbatical leave taken during the fall quarter of an academic year, the winter and spring quarters of that academic year do not count toward the six years of continuous service.
- The Dean may recommend that a sabbatical leave be granted before the accrual of six academic years of continuous service if a faculty member is presented with an unusual opportunity for research, travel, writing, studying, or teaching improvement; or the Dean may recommend temporary deferral of a sabbatical leave due to fiscal or other programmatic constraints. However, acceleration or deferral of a sabbatical leave is expected to be highly unusual, and justifications for such recommendations must be documented and require the approval of the Provost. Upon returning from sabbatical leave, a faculty member must accumulate a minimum of six academic years of fulltime additional University service, as described above, to become eligible again for a sabbatical.

Questions concerning eligibility should be directed to the Office of the Provost or the Faculty Senate Personnel Committee.

Two conditions deserve special mention:

1. Sabbatical leaves are not to be used to complete requirements for the terminal degree in a discipline, although sabbatical leaves may be appropriate for post-doctoral work.
2. While on sabbatical leave, a faculty member may not accept full- or part-time paid employment elsewhere, beyond the amount of normal full salary. Unusual expenses resulting from the leave may be remunerated. This restriction does not apply to occasional honoraria.

## **B. Sabbatical Duration and Remuneration Criteria**

Faculty members on nine-month appointments will be granted one academic year (three quarters) sabbatical leave at one-half the regular nine-month salary, two-quarters leave at seven-ninths of the regular nine-month salary, or one-quarter leave at full salary. Faculty members on nine-month appointments in units on the semester system will be granted one-year (two semesters) sabbatical leave at one-half the regular nine-month salary, or one semester leave at full salary.

Faculty members on a twelve-month appointment will be granted leave for a twelve-month period at one-half the regular twelve-month salary, three-quarters leaves at  $\frac{7}{10}$  of the regular twelve-month salary, two-quarters leave at  $\frac{7}{8}$  of the regular twelve-month salary, or one-quarter leave at full salary. Faculty members on twelve-month appointments in units on the semester system will be granted leave for a twelve-month period at  $\frac{1}{2}$  salary, two semesters leave at  $\frac{7}{10}$  salary, or one semester leave at full salary.

Each year, some applications of exceptionally meritorious quality may be recommended for enhanced remuneration. The final decision will be made by the Provost and the Board of Trustees.

## **C. Application Procedure**

An application for a sabbatical leave is to be completed in Workflow as part of Activity Insight. An application for sabbatical leave must be completed for review by the Department Chair (or the appropriate Dean or corresponding administrator when there is no Chair of the academic unit) and notice by email must be transmitted to the Chair (or the appropriate Dean) that the application is complete by October 1 of the year prior to the academic year in which the leave is to be taken.

The Department Chair (or the appropriate Dean when there is no Chair of the academic unit) will review the applications for the quality of the proposal, appropriateness of the plan, and, where appropriate, the extent to which the faculty member has explored opportunities for external funding. Chairs are to complete their reviews (with their recommendations) and transmit notice by email to the Dean that the reviews are complete by October 15.

Deans or appropriate administrators shall complete their reviews of the applications (with their recommendations) and transmit notice by email to the Faculty Senate Personnel Committee by October 31. The Faculty Senate Personnel Committee (or a subcommittee) will review the applications and make recommendations to the Provost by December 1.

The Provost's recommendations will be communicated to the Board of Trustees at its January meeting and applicants will be notified of their action no later than February 15.

## **D. Criteria for Selection**

The Faculty Senate Personnel Committee (or subcommittee) will use these criteria in reviewing applications:

- Eligibility (See Section A of this document.)
- Quality of the Application: The application should contain a description of the project, project objectives and the possibilities for outside support. It should indicate clearly what results can be expected from the work. If a book is planned, the proposed publishers should be identified.
- Value of the Sabbatical Leave to the Department and the University: The application should indicate how the sabbatical will contribute to programs within academic units and the University.
- Value of the Sabbatical Leave to the Individual: The application should describe how the sabbatical will strengthen the teaching or research of the applicant. It should also include any important personal reasons for a sabbatical leave for the time requested.
- Value of the Sabbatical Leave to the Field or Profession: The application should indicate clearly any expected contributions that will accrue to the applicant's profession.
- Recommendations of the Department Chair and Dean.

### **E. Ranking of Applications**

Using the above criteria the Personnel Committee (or subcommittee) will place the applications in three categories: acceptable, questionable, and unacceptable applications. The ratings will be forwarded to the Senior Vice Provost for Research and Graduate Education with explanations as needed. In addition, the Committee (or subcommittee) will recommend those applications deemed to be of exceptionally meritorious quality and, therefore, eligible for enhanced remuneration.

### **F. Report on Sabbatical Leave Experience**

Each applicant who is granted a sabbatical leave must prepare a brief report after the completion of his or her experience. The report is to be forwarded to both the Dean and the Chair of the Faculty Senate Personnel Committee by the end of the quarter following the completion of the sabbatical leave. For example, the report for a fall quarter sabbatical should be filed with the professor's Dean and the Personnel Committee by the end of the following winter quarter. The reports will be stored with the home department of the applicant and with the Faculty Senate. Besides an overview, the report should contain:

- A brief restatement of the plan outlined in the application.
- An explanation of major variations from the approved application.

### **G. Funds for the Sabbatical Leave**

Since monies are limited and it is the wish of the University of Denver to grant as many sabbaticals as possible each year, these guidelines have been established:

- When a faculty member is on sabbatical, his or her annual salary will be included in the department's budget.
- The department, in consultation with the Dean, will determine and explain how needs for replacement funds, if any, will be met.