

Sabbatical Leave – PVA Checklist

SABBATICAL LEAVE PURPOSE – As described in the Board of Trustees Policy Manual Article 3 Part 10 Faculty Leaves. 2-3-1001(1) Purpose: “The sabbatical leave program at the University is designed to provide an opportunity for faculty growth and renewal and must be for the manifest, demonstrable benefit of the University in the promotion of teaching and scholarship. The purpose of sabbatical leave is to enhance professional growth, knowledge in the discipline, students’ educational experience, and the University's reputation.”

SABBATICAL LEAVE APPLICATION PROCESS - Before beginning the application process PVA Faculty must read the universities policies regarding sabbatical leave which can be found in the Board of Trustees Policy Manual and the University Regulations, <http://www.unco.edu/trustees/>.

The Application for Sabbatic Leave is located on the Provost’s web page, http://www.unco.edu/provost/faculty_resources/forms.html.

The application form must be completed electronically as there are areas with drop-down box options to select. All application materials should be submitted to your School Director.

REQUIRED SABBATICAL APPLICATION MATERIALS INCLUDE:

- Sabbatical Leave Application Form
- Plan for Sabbatical Leave, must include the following:
 - Objectives of project/s
 - Activities and timeline
 - Contributions to: knowledge in the discipline; applicant’s professional growth; students’ educational experiences; University’s reputation
 - Relevance to applicant’s on-campus responsibilities
 - Explanation of any time sensitivity (e.g., a need to complete the project during proposed dates)
- Curriculum Vitae

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APPROPRIATE USE OF SABBATICAL LEAVES 2-3-1001(3) -

As outlined in the Board of Trustees policies -“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].”

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

- 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.
- 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.
- The acquisition of practical experience that will directly enhance the individual’s capacity to meet University responsibilities.
- The pursuit of special studies or projects for the purpose of expanding institutional-related services beyond the faculty member’s obligations.

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

- 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.
- 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.)
- Any sabbatical request within the faculty member’s current obligations to the University. (Examples include rewriting of course materials, course development, and the like.)
- Activities or research not related to current University responsibilities.

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AFTER SABBATICAL LEAVE - FACULTY REPORT OBLIGATION 2-3-1001(8)

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.

INSTITUTIONAL ACCOUNTABILITY 2-3-1001(9) -

(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).

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SABBATICAL LEAVE TIMELINE

- Mid September:** Dean's Offices advises faculty of the sabbatical leave program.
(September 15, 2017)
- Late September:** Dean's Office provides Schools, HR & Provost with eligible faculty lists.
(September 29, 2017)
- Early October:** Faculty eligibility is confirmed by HR for Provost and Deans.
(October 6, 2017)
- November:** Faculty applications for sabbatical leave due to School Director.
(November 15, 2017)
- Early-December:** Director's recommendation to Dean.
(December 1, 2017)
- December:** Dean recommends Sabbatic leaves for approval to Provost.
(December 20, 2017)
- February:** Provost submits summary of sabbatical leave applications to President.
(February 13, 2018)
- February:** Deans submit previous year's fall sabbatical leave reports to Provost
(February 15, 2018)
- February:** President's recommendations returned to Provost
(February 19, 2018)
- Early March:** Provost announces approved sabbatical leaves to the Board of Trustees.
(March 3, 2018)
- Mid July:** Dean's Office submits previous year's spring sabbatical reports to Provost
(July 14, 2018)