

# Sabbatical Leave Application Process – 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](http://www.unco.edu/provost/faculty_resources/forms.html).

Submit all application materials 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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## **APPROVAL PROCEDURES - 2-3-1001(5)**

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

(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.

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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**

- November 2, 2020: Sabbatical leave proposals due for review Chair/Director and School Faculty.
- November 16, 2020: Chair recommendation and Department Faculty recommendation forwarded to Dean.
- December 7, 2020: Dean, Chair and Department Faculty recs forwarded to Provost.
- January 2021: Provost reports decisions to the President and Board of Trustees
- February 2021: Applicant/Dept Chair Notified