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6-207 Sabbatical Leave

- A. It is understood that the sabbatical leave is an administrative action which should be employed in those instances where it is deemed necessary for a member of the faculty or administrative staff to keep abreast of his field, remain effective in his present position, or render the greatest possible service to the university.
- B. A sabbatical leave shall be taken only in those instances when the considered judgment of the faculty member concerned, his department head, college dean, academic vice president, university president, and the Board of Regents agree that it would be in the best interest of the university to do so in conformance with paragraph A; and leaves will be granted only to faculty members who have served on full-time continuous appointment (either fiscal or academic) at the university for a period of not less than six years.
- C. As an aid in the evaluation of proposals for sabbatical leave, the head of the department will obtain evaluations of the project by persons of recognized competence in the applicant's field of study.
- D. Service counted towards requirements for sabbatical leave begins with appointment to an instructorship or an equivalent or higher rank on the faculty, but sabbatical leaves will be granted preferably to members of the faculty who have attained the level of assistant professor or a higher level, or the equivalent of such ranks.
- E. The sabbatical leave shall be either for one or two semesters, or for six or twelve months for a faculty member on a fiscal year contract basis. If the sabbatical leave is for two semesters or one fiscal year, the amount of the compensation will be three-fifths of the recipient's salary; if the sabbatical leave is for one semester, or six months, it will be full pay for that period. A faculty member taking six-months' leave will arrange to be on duty one of the two regular semesters if he has a teaching assignment.
- F. It is permissible for members of the faculty on sabbatical leave to supplement their compensation from the university to cover such special expenses resulting from the approved sabbatical leave program, through fellowships, scholarships, employment, or grants-in-aid. Such special expenses referred to might include such items as travel, secretarial assistants, tuition, research and publication. Additional compensation

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expected is to be fully explained on the application form and approved before the leave is granted. Should opportunities for supplemental compensation develop after the sabbatical leave has begun or after the application form has been submitted and approved, such opportunities must be cleared with the university at the earliest opportunity.

- G. Applications for either or both semesters of the following year must be filed not later than February 1 on the forms provided. Applications may be withdrawn without prejudice to further applications provided reasonable notice is given.
- H. A member of the faculty granted sabbatical leave is required to return to the university for further service. If he chooses not to return, his case will be reviewed by the proper authorities and he may be required to refund the amount of pay received during his period of sabbatical leave.
- I. On completion of the sabbatical leave, and not later than the end of the first semester thereafter, a concise final report shall be filed with the president of the university, a copy of the same going to the dean of the college, covering the attainment of the purposes stated in the application.
- J. Following the sabbatical leave, six years of further service shall be required before the faculty member can become eligible for a second sabbatical leave. Leaves of absence without pay for periods ordinarily not to exceed one year will be counted as periods of service toward the sabbatical leave.