



Eastern Kentucky University Policy and Regulation Library

4.7.2

Volume 4, Academic Affairs
Chapter 7, Faculty Rights and Responsibilities
Section 2, Sabbaticals

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Responsible Executive: Provost

Responsible Office(s): Office of Academic Affairs,
Colleges, and Departments

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Sabbaticals

Policy Statement

Sabbaticals are designed for professional improvement of current faculty members by providing, for a specified period, time away from the usual contractual obligations. This time enables faculty members to pursue scholarly activities that will strengthen teaching, scholarship, and/or service and to maintain high quality academic programs. Sabbatical requests are to be closely related to each faculty member's teaching or research area but are not granted for the completion of an advanced degree or for any other activities related to that.

Since a sabbatical is a privilege and not a right, sabbaticals are not granted automatically after the required semesters of service

Entities Affected

- Colleges
- Departments
- Faculty

Procedures

Funding and Compensation

Sabbaticals are typically funded through college budgets and salary savings from full-year sabbaticals. When necessary, the Provost Office may contribute funds for sabbatical leaves. To help supplement their sabbatical request, faculty members are encouraged to seek outside sources of funding, subject to University policies related to externally sponsored projects.

The three types of sabbaticals for which eligible faculty members on full-time appointments may apply are as follows:

1. one year at half salary,
2. one semester at full salary, or
3. one-half time for two semesters at full salary.

The salary will be based upon the amount that would have been received for the academic year had the sabbatical not been taken. In the application, the faculty member must designate the type of sabbatical requested as well as the effective semester or year.

Eligibility

Full-time faculty who have completed twelve (12) semesters, excluding summer and winter terms, of full-time continuous service to the University are eligible to apply for the first or subsequent sabbaticals. A faculty member may apply for sabbatical prior to the completion of the 12 semesters of full-time service to the University as long as the 12 semesters will be complete by the time the sabbatical is taken.

Purpose for Sabbatical

Preferred purposes for sabbaticals include, but are not rank ordered or limited to, the following:

1. A carefully designed scholarly/creative project related to the discipline.
2. Scholarly writing or other comparable form of creative activity with a goal of publication or presentation.
3. A clearly defined program of independent study related to instructional responsibilities.
4. A clearly defined program of a major course revision and/or new course development.

Application and Approval Procedures

1. Submit an Application for Sabbatical Leave with supporting information in accordance with the approved criteria of the faculty member's college or with the Libraries' criteria.
2. Applications must be submitted to the department chair/unit head or the Dean of Libraries no later than September 15 of the year preceding the academic year of the sabbatical.

Department Procedures

1. Departments shall elect a sabbatical review committee that shall consist of at least two full-time, tenured faculty members. If a faculty member or a member of his or her family/household is being considered for sabbatical, the faculty member may not serve on the committee that year. The committee shall be elected no later than September 10 of the year in which it is to function.
2. Applications for sabbaticals shall submitted to the Department Chair/Unit Head no later than September 15.

3. The department committee shall review sabbatical applications and provide a recommendation based on the published College criteria to the Department Chair/Unit Head.
4. The Department Chair/Unit Head will review sabbatical applications and the department committee's recommendation. The Department Chair/Unit Head will make a recommendation and will forward all sabbatical applications, the recommendations, and an impact statement for each application to the Dean. Impact statements should reflect the impact on the teaching and major service obligations if the sabbatical is approved.
5. If the sabbatical application is deemed unsatisfactory by either the department committee or the Department Chair/Unit Head, the applicant shall be given an opportunity to revise the proposal based on written feedback and shall resubmit with 10 calendar days for reconsideration.

College Procedures

1. Each college will develop specific guidelines regarding the criteria, quality, and weight assigned to specific categories of scholarly/creative activities that are the basis for a sabbatical. These guidelines shall be approved by the majority of full-time faculty in the college and shall be published. Guidelines should also include due dates for sabbatical requests as well as parameters for the development of a sabbatical application.
2. The College sabbatical review committee shall consist of at least one full-time, tenured faculty member elected by each department in the college. If a faculty member or a member of his or her family/household is being considered for sabbatical, the faculty member may not serve on the committee that year. The committee shall be elected no later than September 10 of the year in which it is to function.
3. The college committee shall review sabbatical applications and provide a recommendation based on the published College criteria and the Department recommendations. The committee will ensure that the University approved procedures have been followed and that the sabbatical recommendations concur with the goals and needs of the college. If more than one sabbatical application is submitted, the committee will rank the proposals prior to forwarding the applications and recommendations to the Dean.
4. The Dean will review sabbatical applications and all recommendations. The Dean will make a recommendation and will forward all recommended sabbatical applications and an impact statement. Impact statements should reflect the impact on the teaching and major service obligations if the sabbatical requests are approved, including an overall cost analysis for all sabbaticals recommended for approval. All sabbatical materials shall be forwarded to the Provost no later than November 1.

University Procedures

1. The Provost will review sabbatical requests and evaluate for available funding and forward the selected sabbatical requests to the President by December 15.
2. The President will review sabbatical requests and forward to the Board of Regents for approval.
3. The President will notify selected faculty members following action by the Board of Regents.

Sabbatical Deferrals

Sabbatical recipients may for legitimate reasons defer an approved sabbatical leave for up to one year, subject to budgetary limitations, in the following year. In the event that a sabbatical recipient is asked by his or her chair, dean of the college or Provost/Senior Vice President for Academic Affairs to defer an approved leave, and does so, that leave will be honored by the University in the following year. Deferments shall be approved by the Dean, the Provost, and the President. If a deferment will result in additional costs, the deferment must also be approved by the Board of Regents.

Faculty Rights during a Sabbatical

Successful candidates will retain the following rights during their time spent on a sabbatical:

1. The faculty member may share in the salary increases awarded by the University.
2. Retirement contributions depend on the faculty member's retirement plan..
3. The candidate who is a member of a University insurance coverage plan or a family plan will continue to receive coverage at the same rates while on a sabbatical.
4. The sabbatical period counts toward requirements for promotion.
5. All faculty approved for sabbatical leave are encouraged to contact the Benefits section of Human Resources for information related to the leave's impact on employee benefits to include retirement.

Faculty Obligations after a Sabbatical

The successful applicants will accept the following obligations regarding the sabbatical:

1. A faculty member who is approved for a sabbatical is expected to carry out the plan set forth in the application and forward a comprehensive report to the dean of the college identifying the accomplishments within ninety (90) days from the completion of the sabbatical and to submit for publication, if appropriate, the findings of the sabbatical within one year.
2. A recipient of a sabbatical will return to ECU for a minimum of one (1) academic year following the sabbatical. (Unless otherwise agreed in advance by the faculty member and chair or dean, the sabbatical recipient will return to his or her former position within the University.) In the event that the faculty member does not return to ECU for the specified period, the recipient will reimburse ECU in full for the salary and fringe benefits received

during the sabbatical. If the University dismisses the faculty member, except for cause, before the completion of the specified period, the recipient will not be obligated to reimburse the University for benefits received during the sabbatical.

Exceptions to the University Policy

The President, in concurrence with the Provost, has the option of making exceptions to the above stated policy when deemed in the best interest of the University.

Definitions

- **Calendar Day:** Throughout this document calendar day shall be interpreted to mean no later than the specified number of calendar days following the day of notification. If the final calendar day occurs on a weekend or holiday, the due date shall be on the first day on which University administrative offices are open. The time for response may be extended upon agreement by both parties.

Responsibilities

- Board of Regents
 - The Board of Regents shall have the final approval authority for sabbatical requests and for deferrals of sabbatical if additional costs are associated with the deferral.
- College Dean
 - At a minimum, the Dean is responsible for
 - providing a recommendation for sabbatical requests.
 - providing an impact statement, including a cost analysis, for all approved sabbatical requests for the College.
 - Ensuring the college has approved sabbatical guidelines that are published and available to college faculty.
- College Sabbatical Review Committee
 - Each College sabbatical review committee is responsible for
 - ensuring that the University procedures for sabbaticals are followed,
 - reviewing sabbatical applications and providing recommendations and rankings to the college dean.
- Department Chair/Unit Head
 - At a minimum, the Chair/Unit Head is responsible for
 - providing a recommendation for sabbatical requests.
 - providing an impact statement for all sabbatical requests for the Department.

- approving sabbatical deferral requests.
- Department Sabbatical Review Committee
 - Each Department committee shall be responsible for reviewing sabbatical applications and providing recommendations to the Department Chair/Unit Head.
- President

The President is responsible for

 - reviewing sabbatical requests and submitting requests to the Board of Regents.
 - approving sabbatical deferral requests
- Provost

At a minimum, the Provost is responsible for

 - reviewing and evaluating sabbatical requests for available funding.
 - forwarding sabbatical requests to the President.
 - approving sabbatical deferral requests.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Policy Revised

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February 22, 2019	Board of Regents	Adopted
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ENTITY

Board of Regents

ACTION

Adopted