



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.15
Date Approved: 09/21/90
Date Amended: 03/11/05
Page 1 of 7

SUBJECT: FACULTY LEAVES

I. PURPOSE: To describe various types of University leave and establish policy on the administration of leave.

II. REFERENCES:

SUU Policy and Procedures 6.0, Definition of Faculty

SUU Policy and Procedures 9.3, Emergency Leave

SUU Policy and Procedures 9.7 Family Medical Leave

SUU Policy and Procedures 9.8, Military Leave

SUU Policy and Procedures 9.9, Reporting Absences

III. POLICY:

A. Sabbatical Leave

1. **Definition.** A sabbatical leave means a leave of absence with compensation for one year or a fraction thereof as determined by the President of the University and the Board of Trustees. SUU makes a limited number of sabbatical leaves available to qualified faculty members each year. Contingent on funding, qualified faculty in good standing may receive a sabbatical leave to provide time and resources to revitalize themselves through scholarship, writing, or professional/artistic development. Faculty may also use a sabbatical leave for completing a terminal degree.
2. **Eligibility.** The University will consider applications for sabbatical leaves from tenured faculty with a minimum rank of associate professor. Faculty who have been awarded a sabbatical leave will be eligible to apply for a subsequent sabbatical after six (6) full years of additional service.
3. **Selection.** Selection criteria for sabbatical leaves include the merit of the proposed use of the sabbatical leave time, the applicant's past performance at SUU, and available resources for sabbatical leaves.

Proposals for sabbatical leave may be submitted by faculty for the purpose of non-degree study and degree-seeking study. All proposals will be analyzed on a case-by-case basis and ranked by the University



SUBJECT: FACULTY LEAVES

Leave, Rank, and Tenure Committee in order of merit. In cases where non-degree-seeking proposals have equal merit, preference will be given to terminally qualified faculty members to revitalize themselves through scholarship, writing, or professional/artistic development.

4. **Compensation.**

- a. **Salary.** Faculty on sabbatical leave receive 80% of anticipated regular contract salary for 9 months' leave (two semesters), or 95% of anticipated regular contract salary for 4.5 months' leave (one semester).
- b. A faculty member will receive fringe benefits while on sabbatical leave, provided any appropriate premium deductions are taken from his/her salary.
- c. A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University.
- d. A faculty member on sabbatical leave may accept a fellowship, assistantship, or research grant, provided his/her compensation and plan of work are approved by his/her respective Dean, the Provost, the President, and the Board of Trustees.
- e. Faculty may not accrue unused sabbatical leaves nor will the University pay compensatory time for unused sabbatical leaves.

5. **Application and Supporting Documentation.** A faculty member desiring a sabbatical leave must submit the following documents to the department chair and dean for evaluation and action:

- a. An application form that includes the individual's name, department, title, date of initial appointment to a full-time position, and the period of leave covered by the application.
- b. Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, a time-line and calendar of activities and a statement of anticipated outcomes. The statement of leave plans should not exceed four typed pages. If the project is dependent on research grants or



SUBJECT: FACULTY LEAVES

funds not in hand at the time of application, the candidate must provide a statement explaining how he/she will complete the project without receipt of funds. If the project is for the purpose of completing a terminal degree, the candidate will provide a statement explaining how the leave will advance the candidate toward degree completion.

c. A current curriculum vitae.

6. **Deadlines.** To receive adequate consideration, the candidate must submit the application to the department chair by October 15 for review. The chair will forward the application by November 1 to the Dean of the college for approval. The Dean forwards his recommendation to the Chair of the University Leave, Rank, and Tenure Committee (ULRT) not later than November 15 of the fiscal year preceding the year for which leave is requested. The ULRT chair forwards the application to the Provost by December 1, for submission to the President. The President's recommendations are then submitted to the Board of Trustees. If any deadline falls on a Saturday, the application is due the day before (Friday). If any deadline falls on Sunday, the application is due the next day (Monday).

7. **Application Evaluation.** The applicant's department chair will attach a letter to the application, addressing: performance, competence of the applicant, the value of the project to the individual and the department, and instructional and financial needs of the department to replace the applicant for the leave period.

The applicant's dean will accept or reject the chair's recommendation and will indicate a dean's recommendation. The University's Leave, Rank, and Tenure committee will evaluate all requests for sabbatical leaves and recommend approval or denial to the Provost in a priority order.

Criteria for evaluating applications will include adequacy of description, goals, timetables; feasibility of the project, ability of individual to complete the project, value of the project, relevance of the project to the teaching field, and recommendations of the chair and dean.

8. **Notification.** The Provost will submit the recommended candidates to the President for approval. Following action by the Trustees, the



SUBJECT: FACULTY LEAVES

Provost will notify the candidates of approval or denial of the application.

9. Other Conditions.

- a. All leaves with pay will be subject to both the availability of funds and the availability of suitable replacements.
- b. Assignments of a professor returning from a sabbatical leave will be determined by the department chair and dean. A faculty member on leave will retain the position he/she left insofar as adjustments in staff will permit, but identical positions are not guaranteed.
- c. A sabbatical leave is a contract between the University and a faculty member. The faculty member commits to satisfactory performance pursuant to the application for leave and the University allows time and resources for the sabbatical project. The department chair and dean will judge performance using the criteria described above. Should a faculty member not perform satisfactorily or should a faculty member desire not to return to the University after a sabbatical leave, he/she will be obligated to repay to the University the amount of compensation (salary and benefits) which he/she received while on leave.
- d. The University may grant a year's leave without pay immediately following a sabbatical leave, or a sabbatical leave immediately following a leave without pay. Such extensions of leaves are subject to the same conditions as those pertaining to the original leave.
- e. At the conclusion of his/her sabbatical, the faculty member will write a summary report corresponding to the proposal described in paragraph e (2) above. The department chair and dean will evaluate this report and place it in the professor's departmental file for future consultation when he/she applies for subsequent sabbaticals. The dean will send a copy to Provost and to the University Leave, Rank, and Tenure Committee.



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.15
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Page 5 of 7

SUBJECT: FACULTY LEAVES

B. Leave of Absence Without Pay

1. Faculty who desire leave without pay should apply in writing to their department chair (or equivalent). The chair, dean, Provost, and President must each evaluate the application and make recommendation for approval by the Board of Trustees. In considering applications for leave without pay, chairs and deans must take care to protect academic quality and minimize disruption. There is no specific application deadline, but the application must allow sufficient time for making suitable replacement arrangements. For informational purposes, the Provost will notify the University Leave, Rank, and Tenure Committee upon granting such leaves without pay.
2. On returning after the leave, the faculty member will retain the position he/she left insofar as adjustments in staff will permit, but identical positions are not guaranteed. The faculty member must negotiate individually with his/her chair any leave extension. Extensions will not be granted without approval of the respective Dean, the Provost, the President, and the Board of Trustees. If the faculty member does not return to the University for at least one year immediately following the leave and extension, if any, the University, by this policy, will regard the employee as having resigned on the date the leave began.

C. General Conditions Pertaining to Faculty Leaves

1. The applicant will receive notice of the action of the Board of Trustees and the President not later than ninety days from the date of application. In the event of disapproval, the applicant will receive from the Provost, in writing, the reasons for disapproval.
2. Requests for leave from small and large units will receive equal consideration.

D. Other Leave

University faculty members follow policy regarding other types of employee leave such as military, emergency, and family leave, as well as policy regarding the reporting of leave.

Attachment to Policy 6.15

SABBATICAL LEAVE APPLICATION MATERIALS

TO: APPLICANTS FOR SABBATICAL LEAVE

FROM: UNIVERSITY LEAVE, RANK AND TENURE COMMITTEE

The attached application form has been designed in accordance with existing University policy to facilitate the review of your request.

If any deadline falls on a Saturday, the application is due the day before (Friday). If any deadline falls on Sunday, the application is due the next day (Monday).

Please complete the top portion of the form, attach appropriate pages, and present the completed application to the Department Chair by October 15 for review. It will then be forwarded to the Dean of the College by November 1, and then forwarded to the University Leave, Rank and Tenure Committee not later than November 15 of the fiscal year preceding the year for which leave is requested. The application will be forwarded to the Provost by December 1, and then to the President and Board of Trustees.

Current University policies establish the following compensation for sabbatical leaves after six or more years of experience:

80% of anticipated regular contract salary for 9 months' leave (two semesters)

95% of anticipated regular contract salary for 4.5 months' leave (one semester)

Sabbatical leaves are granted only to tenured faculty members. The ULRT Committee will review the applications received each year, assign each a priority ranking for that year, and recommend compensation according to the above policies. Final approval of leave and determination of compensation will be made by the President of the University and the Board of Trustees.

APPLICATION FOR SABBATICAL LEAVE

Date: _____

Department _____

Name of Applicant:

Total Years of Service at SUU:

Date of Initial Appointment to Full-time Position:

Date of Last Leave: _____

Length of Leave Requested: ____ One Semester ____ Two Semesters

Date Leave is to Begin:

Purpose of Leave: Attach Statement of leave plans (See policy). Include the benefits to result from your leave to your own professional development and to the University. Attach available letters of acceptance, study proposals and other supporting evidence. Attach the summary report you submitted after your last leave, if applicable.

Signature of Applicant

Signature of Department Chair

Signature of Dean

Approved for _____ % of regular contract salary for _____ academic year with
priority ranking

Signature of Chairperson, University Leave, Rank and Tenure Committee

Signature of Provost

APPROVALS:

President

Board of Trustees