
FACULTY SABBATICAL LEAVE

Purpose: To provide the procedure for requesting and receiving sabbatical leave.

I. Preface

A sabbatical leave is awarded to provide time and resources for qualified official faculty members to revitalize themselves in order to become more effective teachers and scholars and to enhance their services to the University.

The purpose(s) for which a sabbatical leave may be granted include: research, scholarship, writing, or professional/artistic development; enhancing teaching, course and curriculum development; attendance at classes, symposia, or seminars; and/or other well-defined purposes.

The selection of the applicants to receive sabbatical leaves will be based on the merit of the proposed use of the sabbatical leave time. The Boise State University Sabbatical Committee will evaluate the applications and notify the Provost and Vice President for Academic Affairs those recommended for approval. The Committee will also recommend allocation of sabbatical funds. Final approval of sabbatical leaves and funding allocation rests with the Provost and Vice President for Academic Affairs.

II. Sabbatical Leave Guidelines

A. Eligibility: Applications for sabbatical leaves will be considered only from tenured faculty members (or a professional-technical faculty member) who have completed at least six years of active service to Boise State University on a full-time appointment (academic or annual) at the time the sabbatical leave is to begin. Faculty who have been awarded a sabbatical leave will be eligible to apply for a subsequent sabbatical when six (6) additional full-years of service have been rendered.

B. Conditions:

1. Sabbatical leaves may be granted for a period of two semesters or 12 months at 65% pay or for one semester or six months at full pay. The semester or month pattern of sabbatical leave to be determined by the academic or annual appointment base of the faculty member. For those on sabbatical leave for one semester or six months, the existing retirement annuity arrangements will continue unchanged. For those on sabbatical leave for two semesters or 12 months, the retirement program will be as follows: the individual will be classified as a full-time employee at a reduced rate of pay, and the deduction for retirement contribution will be prorated.

2. The University will provide funds for support for temporary replacement instructional staff at a rate consistent with the adjunct salary rate for up to 9 credits per semester when the sabbatical leave is for one semester. Instructional replacement cost for full-year sabbaticals cannot exceed the lesser amount of either 35% of the faculty member's nine month salary (plus associated fringe) or Special Lecturer rates.
3. Sabbatical leaves for faculty on academic appointment will not begin until the end of the academic year in which the application has been made and approved.
4. A faculty member on sabbatical leave is relieved from all teaching, research, administrative functions, and committee work for the leave period so that full time may be devoted to the purpose for which the leave is granted.
5. A faculty member is encouraged to seek supplementary grants or other awards while on sabbatical leave. Such additional grants or awards may be received by a faculty member only if the conditions for accepting the additional resources do not interfere with the stated purposes of a faculty member's sabbatical program.
6. Sabbatical leaves cannot be granted when the ongoing program of instruction or research will be jeopardized. Because administrative supervisors must attest to the ability of the academic unit to adjust the responsibilities of the person on sabbatical leave, applications must be forwarded in accordance with deadlines in II-D.
7. If, after a sabbatical leave has been awarded, significant changes are made in objectives, locations, or other important aspects of the project design, these changes must be approved by the faculty member's department chair, his/her dean, and the Sabbatical Committee.
8. A person receiving a sabbatical leave in one fiscal year can postpone it to a subsequent fiscal year only at the University's request. Otherwise, if he/she wishes to delay his/her sabbatical leave into the next fiscal year, he/she must reapply and his/her application will be considered with others received at that time.
9. A faculty member receiving a sabbatical leave must return to active duty as a member of the faculty for a period of at least one (1) academic year after the completion of the sabbatical, unless the Provost and Vice President for Academic Affairs approves a waiver of this requirement.
10. Within one month of the start of classes in the semester of his/her return to the University, the faculty member must submit a written report of sabbatical activities and accomplishments to his/her department chair. The report must state proposed goals and a summary of work completed toward the goals. It must also contain information on how the new knowledge will be utilized in continuing his /her institutional responsibilities and any other benefits to the University as a result of the sabbatical leave. The Post Sabbatical Leave Report Approval Form must be attached to the front of the written report. A copy of this form appears at the end of this policy. Upon receipt of the approval form and report, the department chair will review the report. Acceptance of the report will be acknowledged by signing the approval form. The approval form and report will be forwarded to the dean. Providing there is concurrence with the chair's review, the dean will sign the approval form and will forward the approval form and report to the Provost and Vice President for Academic Affairs for review. If accepted, the Provost and Vice President for Academic Affairs will sign the approval form and forward the approval form and report to the University Library for placement in the Archives. The University Archivist will return a signed copy of the final report approval form back to the faculty member. This form will be returned to the faculty member within one month after submission of the report.
 - a. Unacceptable reports will be returned to the faculty member for modification.

- b. The faculty member will not accrue time toward another sabbatical until an acceptable report has been processed and placed in the University Archives. It is the responsibility of the faculty member to make sure that the required approval and reporting steps have been completed.

C. Application Package: A faculty member desiring a sabbatical leave must submit one application package in paper form with the following five sections, in sequential order, to his/her chair.

1. An application cover page describing the proposed leave project including the following:
 - a. Name
 - b. Department
 - c. Title
 - d. Date of tenure award
 - e. Date of initial appointment as an official faculty member
 - f. Dates of previous sabbatical leave and, leaves without pay,.
 - g. Period of sabbatical leave covered by application
 - h. Abstract of leave proposal not to exceed 50 words
2. Statement of sabbatical leave plans. (This section cannot exceed 10 letter-quality typed pages.)
 - a. Detailed description of activities to be engaged in: e.g., research, writing or library work, study and/or travel. Goals, objectives and methodology to achieve such should be clearly specified. Use language understood by a person unfamiliar with your area of expertise. Specific jargon should be avoided or explained.
 - b. List any foundations, institutions, or other organizations with which you will be affiliated during the sabbatical leave period. Indicate what facilities and/or personnel are of particular relevance to your project.
 - c. A timeline and calendar of activities.
 - d. If the project is dependent on research grant or funds not in hand at the time application for sabbatical leave is made, a statement must be provided as to how the project will be completed without receipt of such funds or an alternate proposal must be submitted.
 - e. Statement of anticipated outcomes: e.g., benefits to the University, its students, the community, and to self (i.e., publications, recitals, exhibits).
 - f. Supporting bibliography.
3. Two letters of peer review, in addition to letters of project evaluation from the department chair and dean, are to be appended to the application. The authors of these letters must be familiar with the detailed plans and must be professionally qualified to evaluate the proposal on its research methodology and merit. One of these letters must come from off campus. The department chair and dean cannot serve in this capacity.
4. A vitae containing information on educational background, previous professional or scholarly work, publications, creative activities, and pertinent University and/or community service must be included.
5. Provide a statement of intention to return to the University as a full-time faculty member for a period of at least one (1) academic year.

The application package containing the five sections, in sequential order, must be forwarded to the applicant's department chair who will then forward it to the applicant's dean. The applicant's dean will then forward it to the Office of the Provost and Vice President for Academic Affairs who will forward the application to the Sabbatical Committee. It is the responsibility of the faculty member to make sure the application is complete and the following deadlines are met. It is the responsibility of the chairs and deans to adhere to these deadlines.

D. Deadlines:

1. Applicants: Application for sabbatical leave must be submitted to the department chair on or before **December 1**.
2. Department Chairs: The application will be forwarded to the appropriate dean along with the chair's evaluation letter, which must include any instructional replacement costs, on or before **December 31**.
3. Deans: The original application, with the chair and the dean evaluation letters, will be forwarded to the Office of the Provost by **January 15**. The Office of the Provost and Vice President of Academic Affairs will forward the application and letters to the Sabbatical Committee.

E. Project Evaluation:

1. The applicant's department chair will attach a letter to the application, addressing:
 - a. Performance,
 - b. Competence of the applicant,
 - c. The value of the project to the individual and the department,
 - d. Documented financial requirements,
 - e. Instructional needs of the department to replace the applicant (such as usual teaching load of the applicant and the expected course replacement needs of the department).
2. The applicant's dean will attach a letter to the application, addressing:
 - a. Support or nonsupport of the chair's recommendation,
 - b. The proposal's relevance to the scope and mission of the particular college and the University.
3. Leave applications will be evaluated on the basis of their feasibility, appropriateness, value to the individual and the institution. Criteria on which proposals will be evaluated are:
 - a. Submission of all required information in proper format according to II-C,
 - b. Adequacy of description and goals,
 - c. Timetables and availability of materials,
 - d. Ability of the individual to complete the project based on background, previous experience, and personal bibliography,
 - e. Value of project to the students, University and community,
 - f. Letters of evaluation of project:
 - Two peer letters
 - Chair
 - Dean

F. Notification and Appeals Process:

1. Committee

- a. After review of the proposals, the Committee will make decisions on whether it intends to forward a positive or negative recommendation to the Provost and Vice President for Academic Affairs of each sabbatical. All applicants will be notified by the Committee Chair of their respective recommendations. If an applicant receives a negative recommendation, s/he will have one week from date of this notification to inform the Committee Chair in writing of the intent to appeal this decision.
- b. The Committee Chair will then call an appeal meeting at the earliest possible date. At this meeting, the faculty member will make a brief presentation (5-10 minutes) to the committee followed by questions from the committee members to further explain or clarify any details in his/her original application. The candidate may be accompanied by his/her department chair. The Committee Chair will provide written notification to the candidate and department chair of the Committee's appeal decision.
- c. After the Sabbatical Committee has considered all appeals and made its final decisions, the Sabbatical Committee Chair will notify the Provost and Vice President for Academic Affairs of the Committee's final recommendations for sabbatical leave.

2. Provost's Office

- a. The Provost and Vice President of Academic Affairs will then review the proposals and recommendations and formally notify the candidates applying for sabbatical leave of his/her decision within 4 weeks.
- b. The faculty member has the right to appeal the decision of the Provost and Vice President for Academic Affairs. Notification of intent to appeal must be made in writing within one week of receipt of the sabbatical leave decision. The Provost's Office will arrange a meeting between the faculty member and the Provost or his/her representative. The candidate may be accompanied by his/her department chair. The Provost's Office will provide written notification to the candidate of the appeal decision.
- c. The Provost's Office will provide each department chair with a copy of the letter sent to the candidate. This letter will indicate the recommendation for approval or denial of the application and the distribution of funds to the department.
- d. The Provost and Vice President for Academic Affairs will submit the list of faculty members awarded sabbatical leaves and a brief statement of the purposes of each sabbatical in his/her report to the State Board of Education.

[Click here to go to the Post Sabbatical Leave Report Approval Form](#)

POST SABBATICAL LEAVE REPORT APPROVAL FORM

Sabbatical Report for: _____
Department: _____
College: _____

As per BSU Policy 4400, please review the report, indicate your acceptance/nonacceptance of the report and forward it to the next appropriate person. Thank you for your assistance in this matter.

Acceptable	Not acceptable	_____	_____
		Department Chair Signature	Date

Acceptable	Not acceptable	_____	_____
		Dean Signature	Date

Acceptable	Not acceptable	_____	_____
		Provost and Vice President for Academic Affairs Signatures	Date

The Sabbatical Leave Report accompanying this approval form has been received at the Boise State University Library Archives

_____	_____
University Archives Representative Signature	Date

After signing this form, The University archives representative will forward the form to the faculty member whose final report was approved and archived.