

Policy Number/Title:	2.2.29 Sabbatical Leave
Effective Since:	03/15/2025
Last Revision Approved:	03/15/2025
Responsible Office:	Academic Affairs

1. Scope:

Applies to full-time instructional faculty members who hold the rank of Associate Professor or Professor and who have completed not less than six years of full-time service and at least six years of full-time service since any previous sabbatical leave.

2. Definitions:

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3. Policy:

Sabbatical leave may be granted by the President of the University to a tenured member of the full-time instructional faculty who holds the rank of Associate Professor or Professor as recognition of excellence in student intellectual development, professional stewardship, and scholarly and creative achievement. This leave is to be used for further professional development, which may involve research, formal study, creative or other pertinent activity that will enhance, in some way, the competence of the faculty member. The faculty member on this leave may not undertake teaching or other gainful employment without the written permission of the President of the University.

A sabbatical leave may be granted to a faculty member who has completed not less than six years of full-time service with the University and who has had at least six years of full-time service since any previous sabbatical leave. The approval of a sabbatical leave is dependent upon budgetary conditions, staffing support of the University, and submission of any previous sabbatical report(s). Faculty approved for sabbatical leave must complete and submit annual reports at the appropriate time while on sabbatical.

At the conclusion of the leave, the faculty member is obligated to render service to the University for at least one academic year or to refund the money received in compensation from the University during the leave. Upon the conclusion of the leave, the faculty member shall also file a sabbatical report with his/her dean stating how the goals of the sabbatical



were met.

Sabbatical leaves may be granted for the full academic year at half the stated salary or for one semester at full salary. Depending on the nature of the request and the impact on the university, sabbatical leaves may also be granted for a calendar year. The University reserves the right to make adjustments to the compensation awarded during leave and to the scope of eligibility.

4. Procedures:

1.0 The candidate for sabbatical leave will use the template provided to submit an electronic application on the appropriate platform by the date set in the respective college. The application will be accompanied by a current CV, a prior sabbatical report (if applicable), and any pertinent information that supports the application.

2.0 If the sabbatical application is approved by the department chair and the dean, they will then upload supporting statements (using the template provided) in the electronic document platform. Chairs and Deans must indicate how request associated budget support from the Chief Academic Officer and/or state how the costs will be covered by the respective college if applicable.

3.0 The Dean's Office forwards the application case and all supporting materials to the Chief Academic Officer by November 1 for sabbatical leave requests for the following academic year. Sabbatical requests made at other times during the year may be considered depending on circumstances.

4.0 The Chief Academic Officer shares all sabbatical applications with the Deans on Academic Leadership Council. Deans evaluate sabbatical applications from applicants who are not in their colleges and make recommendations to the Chief Academic Officer.

5.0 Upon receiving recommendations from the Deans, the Chief Academic Officer will forward recommendations for sabbatical leave to the President, copying the respective Dean and providing budgetary projections. The President will approve and recommend sabbatical leaves for the following academic year.

6.0 The Chief Academic Officer will notify Deans of the President's sabbatical recommendations by December 1. Deans will notify Chairs, and Chairs will make any adjustments to course offerings and budget plans.

5. Resources:



[Sabbatical Proposal Template](#)

[Sabbatical Proposal - Evaluation Form for Deans](#)

[Sabbatical Proposal - Chair Support Form](#)

6. History of Revisions:

03/15/2025	Add templates for candidates, chairs and deans to use to submit and support sabbatical proposals
04/19/2021	Minor Revisions
11/01/2012	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: