



# Sabbatical

## I. Introduction

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls. BOR Policy 8.2.7.4

## II. Purpose

The purpose of the sabbatical leave is to provide faculty members with the opportunity to engage in scholarly activities, research, creative endeavors, and professional development activities that will enhance their contributions to the university and their respective fields.

## III. Definitions

**Sabbatical** – leave for the purpose of engaging in research or other activities that will advance the faculty member’s scholarly agenda or that will enhance the reputation of the university.

## IV. Policy

### *Eligibility*

1. Full-time tenured faculty members who have completed at least three years of continuous service are eligible to apply for a sabbatical leave.
2. Faculty members who have previously taken a sabbatical must have completed at least six years of service since their last sabbatical to be eligible for another.

### *Duration and Compensation:*

1. Eligible faculty may apply for a full academic year (two semesters) at half their regular salary or one semester at full salary.
2. Benefits will continue during the sabbatical period.
3. If the leave is supported by an external grant or stipend, it is expected that scholarly and professional leaves shall be granted without pay. Stipends received to cover lodging or travel are exempt.

### *Application Process:*

1. Faculty members must submit a detailed proposal outlining the purpose, objectives, and expected outcomes of their sabbatical. This should include a timeline and a description of the activities to be undertaken.

2. Proposals should be submitted to the department chair for initial review a minimum of one year before the sabbatical is to begin.
3. The chair should consider the impact of the leave on the department. If the faculty member's responsibilities cannot be managed by other faculty/staff and there are no funds for a substitute, the chair may decline or defer the leave request. Upon approval, it will be forwarded to the Dean's office. If the request is denied by the chair, the decision may be appealed to the dean.
4. The Dean's office will review the proposal, taking into consideration the potential benefits to the university and the faculty member's department, as well as the feasibility of the proposed activities. The dean should consider the impact of the leave on the college. If the faculty member's responsibilities cannot be managed by other faculty/staff and there are no funds for a substitute, the dean may decline or defer the leave request. Upon approval, it will be forwarded to the Provost's Office. If the request is denied by the dean, the decision may be appealed to the provost.
5. The Provost's office will review the proposal, taking into consideration the potential benefits to the university and the faculty member's department, as well as the feasibility of the proposed activities. The Provost should consider the impact of the leave on the university. If the faculty member's responsibilities cannot be managed by other faculty/staff and there are no funds for a substitute, the Provost may decline or defer the leave request. Upon approval, it will be forwarded to the President's Office. The decision of the provost is final.
6. The President has final approval on all sabbatical requests. Upon approval of the leave, the President will notify the Chancellor. (BOR 8.2.7.4)

*Obligations:*

1. Faculty members on sabbatical are expected to devote their time to the activities outlined in their proposal and refrain from other employment during the sabbatical period.
2. A sabbatical will not be granted for the purpose of taking academic employment of financial advantage elsewhere. It will only be granted to support research and writing projects that cannot be reasonably completed while teaching full-time at the university.
3. Upon completion of the sabbatical, faculty members must submit a detailed report to the Chair and the Dean outlining the activities undertaken and the outcomes achieved.
4. Any faculty member granted a sabbatical with pay must sign an agreement indicating:
  1. For leave with pay of less than one year, the employee will return to the institution for at least one year.
  2. For one-year leave with pay, the employee will return for at least two years.
5. If the faculty member does not fulfill the agreed-upon return period, they must reimburse the institution for the salary received during the leave and any other expenses, including all benefit costs, paid by the institution during the leave.

*Considerations:*

1. The number of sabbaticals granted each year may be limited based on budgetary constraints and the operational needs of the university.
2. Priority will be given to faculty members who have not previously taken a sabbatical and those whose proposals demonstrate significant potential for contribution to their field and the university.

**V. Exceptions**

None unless otherwise officially directed.

**VI. Applicability**

ASU Faculty

**VII. Accountability**

Office of Academic Affairs

**VIII. Contacts**

Provost & Vice President of Academic Affairs

**IX. References**

BOR Policy 8.2.7.4 Educational and Professional Leave

**Last Update**