Rec. #2017-01-05 UNIVERSITY SENATE RECOMMENDATION TO THE PROVOST
The University Senate recommends that the Provost seek continued approval of Policy 1.1303
Sabbatical Leave.

POLICY & PROCEDURE DOCUMENT

NUMBER: 1.130~~2~~3

DIVISION: Academic Affairs

TITLE: Sabbatical Leave

DATE: March 21, 2011

REVISED: January 2, 2012, October 23, 2012, January 1, 2017

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I. Purpose and Scope

University policy provides for the granting of sabbatical leaves for the purpose of professional improvement of the faculty.

II. Policy

1. Sabbaticals are typically granted only to a faculty member who is qualified in terms of consistently high job performance, has demonstrated success in previous research, and who submits a well-planned proposal for leave. In general, any activity related to a faculty appointment that will enhance the professional and scholarly growth of the applicant meets the basic criteria for a sabbatical leave request.

2. Sabbaticals are not granted automatically and are constrained by budgetary, legal and other considerations.

3. To be eligible for a sabbatical leave, a faculty member shall hold the rank of assistant professor or above, shall have tenure, and shall have completed six continuous full academic years of service at the University. Normally, sabbatical leaves are granted for either one semester at full pay or for two semesters at one-half pay. Summer sabbaticals may be granted only with special approval in exceptional cases.

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4. The approval for sabbatical leaves is based on professional accomplishments, not the passage of time. Notwithstanding this, however, sabbatical leaves will not be granted to an individual more than once every seven years.

III. Procedure

A. <u>Application</u>

Applications for sabbatical leaves must be submitted, in a manner to be prescribed by the Academic Affairs office, to the department head, by October 1 of the academic year preceding the date the leave would begin. The application should state the dates of the last sabbatical (if any) taken by the applicant, the timeframe proposed for the requested sabbatical, a brief description of the activities planned during the sabbatical, and a description of the benefits of the sabbatical in terms of scholarly growth and professional improvement, and include a current curriculum vitae (CV).

B. <u>Review</u>

1. The department head transmits a recommendation to the College Sabbatical Review Committee by October 15. Beyond the evaluation of the quality of the application, the department head must indicate if any course offering adjustments, additional staff, or other expenditures will be necessary if the sabbatical is approved.

2. The composition of the College Sabbatical Review Committee includes one representative elected from among the tenured faculty members of each department/division in the College. Each such committee will evaluate the proposals submitted within that college and transmit their recommendations, together with an assessment of the relative merits of the proposals to the respective college dean by November 5.

3. The dean will review the recommendations of the Sabbatical Review Committee and make his/her own recommendation to the Provost by November 15. Beyond the evaluation of the quality of the application, the dean must indicate if any additional staff or other expenditures will be necessary if the sabbatical is approved.

4. Faculty members holding administrative positions are also eligible for sabbatical leaves. The Council of Academic Deans serves as a review committee for administrator applications and makes recommendations to the Provost.

5. After consultation with the respective dean(s), the Provost shall make recommendations to the President by November 30. The President will make recommendations to the Board of Regents for consideration and approval at its January meeting.

C. <u>Obligations</u>

1. The precise terms of approved sabbatical leaves shall be provided to the faculty member by the Provost.

2. Within thirty (30) days after completion of a sabbatical leave, a report is to be submitted to the department head, dean and provost, outlining the benefits of the sabbatical in terms of scholarly growth of the faculty member.

3. Faculty and administrators on a sabbatical leave are expected to return to the University for at least one academic year following the conclusion of the year in which the sabbatical leave is taken. Those on a summer sabbatical must return for the academic year following the summer in which the leave is taken. Failure to comply with this provision obligates the individual to repay the University for the compensation received during the term of the sabbatical.

D. <u>Changes</u>

Any major modification of plans by a leave recipient must be approved by the College Sabbatical Review Committee. Faculty members with approved academic-year sabbaticals may not change to one-semester sabbaticals.

E. <u>Benefits during Sabbatical Periods</u>

Faculty members who participate in the Kentucky Teachers' Retirement System (KTRS) and who are granted sabbatical leave for one semester would continue to earn retirement service credit; however, faculty granted sabbatical leave for two semesters <u>do not</u> earn retirement service credit nor do they, or the university, make retirement contributions to KTRS during the period of the sabbatical leave. Faculty who participate in the Optional Retirement Plan (ORP) and who are granted sabbatical leave (either at full pay or one-half pay) <u>do</u> continue to participate in the ORP; they and the university make the same contributions as in regular employment status. For details, see Policy 4.6053.

IV. Related Policies

4.605V Sabbatical Assignments & Retirement Participation

V. Reasons for Revision

<u>January 2012</u>

Section III.C (Obligations) added for conformity with *Faculty Handbook*

Certain deadline dates in III.B changed to facilitate review process

<u>October 2012</u>

Section III.E amended to reflect KTRS ruling, effective July 1, 2012, on individuals compensated at less than 70% level during sabbatical leave.