Sabbatical and Professional Development Leaves

Information is taken from Agreement between the University of Vermont and United Academics (AAUP/AFT), September 2008–June 2011. This information is intended as a general overview of information. It is ultimately the responsibility of the chair and faculty to further explore specifics and questions.

SABBATICAL OBJECTIVES:

The objectives of a sabbatical leave are to enhance the University educational environment and to promote the professional development of eligible faculty members by affording opportunities for sustained periods of concentrated research and study distinctive from one’s ongoing research and teaching activities, free from regular on-campus obligations.

A sabbatical proposal of high quality shall:

- Articulate a clear statement of purpose;
- Include a clear set of activities;
- Meet any specific criteria developed by the department or school where there is no department;
- Provide a realistic timeline;
- Provide a sound methodology or approach;
- Demonstration relevance to the work of the department, school and college;
- Increase the faculty member’s value to the University; and
- Accord with the mission of the University

ELIGIBILITY:

Sabbaticals are for tenured faculty, Senior Lecturers and other Associate and (Full) Professors, subject to eligibility requirements.

The following are eligibility timeframes:

<table>
<thead>
<tr>
<th>Associate and (Full) Professors</th>
<th>May apply in 6th year of full-time (.75 FTE or more) service</th>
<th>To be served in subsequent year</th>
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<tbody>
<tr>
<td>Tenure-track Assistant Professors</td>
<td>May apply in 6th year of full-time (.75 FTE or more) service</td>
<td>To be taken during 7th year subject to successful tenure review</td>
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<tr>
<td>Lecturers</td>
<td>Who have completed six (6) years of full-time (.75 FTE or more) service out of last eight (8) years may apply in 6th full-time year if they are submitting an application for promotion to Senior Lecturer</td>
<td>If promoted to Senior Lecturer, the sabbatical to be taken during 1st year as Senior Lecturer</td>
</tr>
<tr>
<td>Research Faculty – Associate Professor or Professor</td>
<td>May apply in 6th year of full-time (.75 FTE or more) service</td>
<td>To be served in subsequent year</td>
</tr>
<tr>
<td>Research Faculty – Assistant Professor</td>
<td>Who has six (6) years of full-time (.75 FTE or more) service, and who is submitting an application for promotion to Associate Professor</td>
<td>If promoted to Associate Professor, the sabbatical may be taken in the subsequent year during his/her first year as Associate Professor</td>
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Service time may be interrupted by any approved leave of absence. Eligibility to apply for sabbatical leave follows completion of the required years of service exclusive of the approved leave of absence.

After completion of a sabbatical leave, faculty are eligible for further sabbaticals after six (6) additional years of full-time service following completion of the previous sabbatical. Faculty may apply in the sixth year of service for sabbatical leave during their seventh year. Time spent in other types of approved leaves shall not count towards accumulated service.

**DENIALS AND DEFERRALS:**

Faculty members who have been notified of non-reappointment shall not be eligible for sabbaticals.

The denial of a sabbatical leave shall not be grievable or arbitrable except for specified reasons stated in the UA agreement.

A faculty member may also request a deferral of up to two (2) years of an approved sabbatical. Such requests shall be made in writing to the dean/director after the sabbatical itself has been approved by the Provost. The Provost will normally approve such requests, when, in his or her judgment, they are based on legitimate professional, family or health reasons.

**TERMS:**

A full sabbatical may be split into two nonconsecutive periods at the time of application and with approval of the Provost. If the sabbatical is split, the six (6) years of service requirement for future sabbaticals will begin to run at the conclusion of the first period of the split sabbatical.

When a full sabbatical is taken for only one (1) semester, the non-leave semester during that sabbatical year shall be counted towards the six (6) years of accumulated service.

A recipient of sabbatical leave will be required to return to the University and serve at least one (1) full academic year following the sabbatical leave.

<table>
<thead>
<tr>
<th>FULL (9 mo. appointees)</th>
<th>One (1) semester at base salary or</th>
<th>Two (2) consecutive semesters at 77.3% of base salary</th>
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<tbody>
<tr>
<td>FULL</td>
<td>Five (5) months at base salary</td>
<td>Ten (10) months at base salary</td>
</tr>
<tr>
<td>(10 mo. appointees)</td>
<td>salary or</td>
<td>77.3% of base salary</td>
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<tr>
<td><strong>FULL</strong> (12 mo. appointees)</td>
<td>Six (6) months at base salary or</td>
<td>Twelve (12) months at 77.3% of base salary</td>
</tr>
<tr>
<td><strong>HALF</strong> (acad. year appointees)</td>
<td>One (1) semester after three (3) years of accumulated service at 77.3% salary</td>
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**PREPARATION OF DOSSIERS:**

- Use *Sabbatical Application (June 2010)* form found at: [TABLE OF CONTENTS FOR SABBATICALS, #1] and [http://www.uvm.edu/~facrsrcs/?Page=Sabbaticalpage.html](http://www.uvm.edu/~facrsrcs/?Page=Sabbaticalpage.html)

- As sabbatical applications are due in the early fall, many faculty prepare their applications over the summer.

- The new form (June 2010) asks for faculty to inform if they plan to use grant funds to increase their FTE and salary while on sabbatical leave. Details regarding which grant(s) and the dollar amounts must be included.

- Include the previous sabbatical leave application and report (if applicable).

- Faculty member must sign the bottom of page 1 before submitting to chair.

- Department Chair must sign the bottom of page 2 before forwarding to Dean.
  - A determination must be made as to whether a replacement will be necessary and if so, how the replacement will be funded within resources available

- For the hardcopy, an optional cover sheet should be placed in the front sleeve. Include the following information: type of leave, name of applicant, department, title of proposal, date of proposed leave applied for, date of submission [TABLE OF CONTENTS FOR SABBATICALS #2]

- Submit one (1) ORIGINAL hardcopy sabbatical application in a 3-ring binder and a pdf version. Dividers are not required. DO NOT USE PLASTIC. The electronic pdf will be placed on a secure website for further reviews and for submitting to the Provost’s Office.

- The Faculty Senate Professional Standards Committee (PSC) will only review sabbatical applications that are NOT recommended by the Dean. All other applications will go directly from the Dean to the Provost’s Office.
REPORTING:

In order to establish a complete and accurate record of sabbatical leave activities, each faculty awarded a sabbatical leave is expected to submit a written report within sixty (60) days after returning to campus. (See Guidelines for Reporting on Activities of Sabbatical Leave, revised Feb. 2010.

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<tr>
<th>TABLE OF CONTENT FOR SABBATICALS #3</th>
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- Fall Reports: Due by March 15
- Mid-Semester Spring Reports: Due by March 15 (approx)
- Spring Reports: Due by October 31

Suggested Content

1. The report should be able to “stand alone” in summarizing the important benefits and activities of the sabbatical leave. For example, it is not enough to say that the plan or objectives set forth in the original proposal were met.
2. The report should demonstrate and communicate the value of a sabbatical leave experience to the institution and to the individual.
3. Details on changes or revisions that occurred during the leave are to be included.

Procedure

1. A copy of the report should be sent to the faculty member’s department chair and dean within 60 days of completion of the leave. For a faculty member on a 9- or 10-month appointment whose sabbatical ends when his/her appointment ends, the 60 days will commence from the starting date of the next appointment period.
2. The report will then be forwarded to the Provost’s office by the Dean.
3. Chairs and deans are expected to acknowledge and respond to the report within 30 days.
4. A copy of the report will become part of the faculty member’s academic record file maintained in the Dean’s Office.
5. If a late sabbatical report is submitted, the faculty member’s accumulation of years towards a future sabbatical shall begin with the semester following the date when the report is submitted.
6. Sabbatical reports will be considered as part of the record in subsequent sabbatical applications.

Failure to submit a report may be considered in the annual performance evaluation and will render the faculty member ineligible for future professional development leaves until such time a report is submitted.

Faculty members on sabbaticals during the spring semester shall submit to the chairperson and dean a mid-sabbatical report that will be used as the basis for performance increases. The absence of such report will render the faculty member ineligible for consideration for an annual performance increase in the year of their sabbatical.¹
PROFESSIONAL DEVELOPMENT LEAVES:

Faculty who are not eligible for sabbaticals may be eligible for paid professional development leave.

Professional Development Leaves are for those who are not eligible for sabbaticals.

The faculty member must have completed six (6) years of full-time service out of the last eight (8) years and may apply during the sixth year. If granted, the leave would be taken in the subsequent year.

Applications shall be given directly to the department chairperson who shall make a recommendation to the dean or director. The chairperson’s recommendation shall be given to the dean or director by October 1.

TERMS:

Professional development leave may be of varying lengths up to twelve (12) months and are granted in the sole discretion of the dean.

The dean or directors shall decide whether or not to approve such professional development leave based upon factors under 1.a. and 1.b. of Article 22 and may consider the appointment status of the applicant and continued prospect for University appointment. Granting of a leave is contingent upon the applicant receiving an appointment for the academic or fiscal year in which the leave will take place.

The University retains the right to require the faculty member to defer the leave for no more than two (2) years to ensure continuity of academic programs. This decision shall be made no later than 120 days prior to the commencement of the leave.

A professional development leave may be denied for budgetary or financial considerations.

Approval of a professional development leave shall not guarantee an appointment for the next academic or fiscal year.

<table>
<thead>
<tr>
<th>One (1) semester or less</th>
<th>Paid at regular salary</th>
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<tr>
<td>Up to twelve (12) months</td>
<td>Paid at 77.3% of base salary</td>
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REPORTING:

See Sabbatical Reporting information.