



POLICY TITLE	Faculty Sabbatical Leave	Policy Number	640
Section	Academics	Approval Date	March 19, 2009
Subsection	Faculty	Effective Date	March 19, 2009
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 Sabbatical leave is an opportunity offered to qualified faculty to engage in scholarly and creative activities that will enhance their capacity to contribute to the University. Sabbatical leave is not a faculty benefit, but rather a program for professional development and creativity that benefits the entire educational enterprise and is granted by the University in consideration thereof.

2.0 REFERENCES

- 2.1 Utah Board of Regents' Policy R821 *Employee Benefits*
- 2.2 UVU Policy 361 *Leave of Absence*

3.0 DEFINITIONS

- 3.1 **Academic service:** Cumulative time since the start of the date of hire or the amount of time since the completion of the last sabbatical leave.
- 3.2 **Annual salary:** Annual faculty *base* salary. This does not include compensation for other assignments such as overload, administrative stipends, or summer contracts.
- 3.3 **Appointment date:** The effective *Personnel Action Form (PAF)* start date of an individual in a full-time, tenure-track faculty position.
- 3.4 **Sabbatical leave:** A paid leave of absence for one or two semesters, as approved by the Board of Trustees, for professional development and widening experience of a faculty member.

4.0 POLICY

4.1 Eligibility



4.1.1 Utah Valley University's sabbatical program is available to all tenured faculty members with current full-time appointments to UVU.

4.1.2 The basic eligibility criteria are tenure and six years of academic service in a full-time faculty position at UVU.

4.1.3 A previous sabbatical leave may, at the discretion of the Senior Vice President of Academic Affairs, be considered as a relevant factor in granting or denying a request for a sabbatical leave.

4.1.4 Sabbatical leaves are subject to availability of funds and suitable instructional replacements.

4.1.5 Upon recommendation of the department chair, the dean, and the Senior Vice President of Academic Affairs, the President may waive the basic eligibility criteria when, in their judgment, unusual conditions exist which justify granting a sabbatical leave.

4.1.6 Sabbatical leaves are approved by the Board of Trustees.

4.1.7 Applying for a sabbatical leave is a competitive process, since sabbatical funding is limited.

4.2 Length of Sabbatical Leave

4.2.1 During or after the sixth year of academic service, faculty members may apply for one or two semesters of sabbatical leave for the following academic year. A minimum of six years shall elapse between sabbatical leaves regardless of the length of the leave unless extraordinary circumstances are deemed to exist by the department chair, dean, and Senior Vice President of Academic Affairs.

4.3 Employment Status While on Sabbatical Leave

4.3.1 While on sabbatical leave, faculty members may be eligible for all general or special adjustments in salary for which they would otherwise qualify.

4.3.2 Sabbatical recipients retain UVU benefits.

4.3.3 While on sabbatical leave, a faculty member may not provide any service to UVU for additional compensation.

4.4 Compensation Standards

4.4.1 The college/school and department shall work together to fund the sabbatical leave and the costs of instructional replacement during the absence of the faculty member.



4.4.2 For a one-semester leave, the recipient shall be compensated 100 percent of their annual base salary, prorated for one semester.

4.4.3 For a two-semester leave, the recipient shall be compensated 80 percent of their annual base salary.

4.4.4 Additional compensation for travel and cost of living away from UVU may be requested by the applicant and taken into consideration by the department chair, dean, and Senior Vice President of Academic Affairs.

4.4.5 A faculty member on sabbatical leave may accept a fellowship, assistantship, research grant, or similar employment, provided his or her UVU compensation and sabbatical plan are approved by the dean, the Senior Vice President of Academic Affairs, the President, and the Board of Trustees.

4.4.6 A faculty member may also receive an allowance from non-UVU sources for transportation, housing and/or cost-of-living differentials, etc. Such allowances shall not affect the computation of the UVU compensation.

4.5 Reporting Requirements

4.5.1 Upon the conclusion of a sabbatical leave, the recipient shall file a report of his or her activities during the leave, including a summary of the benefit resulting from the leave. This report shall be distributed to the department chair, dean, and Senior Vice President of Academic Affairs. Outcomes may include, but not necessarily be limited to:

- 1) Creative works,
- 2) Shows, exhibits,
- 3) Articles,
- 4) Books, or
- 5) Under previously negotiated circumstances, a degree or progress toward a degree.

4.6 Obligations to return from a Sabbatical Leave

4.6.1 The recipient of a sabbatical leave must return to service at UVU for a period of time equal to the length of the leave. If he or she does not return, or returns for a shorter period of service than required, UVU shall be entitled to a proportionate refund of the compensation paid during the leave. An agreement shall be signed by the recipient that states if the recipient does not return



or returns for a shorter period of service, the recipient is aware he or she is subject to payment of refund, attorney fees, or fees for collection efforts.

5.0 PROCEDURES

5.1 During or after the sixth year of service, a faculty member may send a request for a sabbatical leave to their department chair by November 15 for sabbaticals beginning the following Fall semester or by April 1 for sabbaticals beginning the following Spring semester. Applications shall include the purpose of the leave, a detailed description of the activities during the leave and proposed outcomes. Candidates shall be notified within ten business days of the decision of the Board of Trustees according to the dates in the table at the end of this document. In cases of denial, candidates shall be informed of the reasons for the denial, so they may better prepare future applications.

5.2 Summary of Dates for Sabbatical Leave Requests

APPLICATION DUE DATE FOR FALL SEMESTER

Date	Request is sent to:
Nov. 15	Department Chair
Dec. 1	Dean
Dec. 15	VPAA
Jan. 15	President
Feb.	Board of Trustees

APPLICATION DUE DATE FOR SPRING SEMESTER

Date	Request is sent to:
Apr. 1	Department Chair
Apr. 15	Dean
May 1	VPAA
May 20	President
June	Board of Trustees

POLICY HISTORY

Date of Last Action	Action Taken	Authorizing Entity