



TO: Policy 640 *Sabbatical Leave* Drafting Committee
CC: Policy Office
FROM: Abigail Elcock, Editorial Intern, Policy Office
Nizhone Meza, Manager of Academic Policy and Faculty Relations
DATE: March 2, 2023
SUBJECT: **Research Memo for Policy 640**

1. OVERVIEW, BENCHMARKS, AND METHODOLOGIES

Policy 640 drafting committee member Nizhone Meza reviewed policy manuals and faculty handbooks at other universities to see how these institutions address sabbatical leaves. Meza's research analyzed other institutions to see if they addressed 12 predetermined benchmarks:

- Eligibility (time until eligible and time in between)
- Compensation
- Benefits
- Where Do Funds Come From?
- Authorization (who and process)
- Levels of Review
- Final Decision
- Determining Distribution with Multiple Applicants
- Post-Sabbatical Reports
- Evaluation
- Obligation to return to University
- Outside employment

45 institutions' policies were analyzed in this research, which includes the following higher-ed schools:

- Utah System of Higher Education (USHE) Institutions (8)
- [UVU's Comparable Peer Institutions \(IPEDS\)](#) (8)
- Carnegie Classification Colleges with a Similar Profile (16)
- Other American Institutions Identified by Nizhone Meza (13)

These comparisons and analysis were documented in [an Excel file titled Policy Research Summary.640](#), which can be found in the Policy 640 Microsoft Teams files.

2. KEY FINDINGS

Where Policy is Housed or Documented

The analyzed institutions and corresponding policies utilized different content organization strategies (see *Table 1*). Ten institutions had a specific policy for sabbatical leave while eight institutions had a policy encompassing all forms of faculty leave. Eleven institutions addressed sabbatical leave in their faculty handbooks. Eleven other institutions had an official sabbatical leave policy that was outlined in a different form of documentation such as an executive memo or a higher education system contract. The remaining five institutions either had no official policy or no documentation on their sabbatical leave processes.

Model Sabbatical Leave Policies

Eight of the researched institutions addressed at least 75 percent of the benchmarks (see *Table 2*). Should the drafting committee be interested in reviewing other institutional policies to help shape the current Policy 644 draft, these institutions' policies would be the best references discovered during the research process.

Details of the Sabbatical Leave Process

Of the eight public USHE institutions, seven of them—including Utah Valley University—require six years at the appropriate rank to become eligible for sabbatical leave. Many of these institutions require those six years to be consecutive. Six years is also the consensus for institutions outside of Utah as 21 of the remaining 37 researched institutions require six years at the appropriate rank to become eligible.

Of the schools with a known number of levels of review (see *Table 3*), ten different institutions implemented three levels of review, six institutions implemented four levels, and five institutions implemented five levels. The remaining institutions had either six, two, or only one level of review.

The final decision maker varied among the researched institutions, but three options were the most common (see *Table 4*). Fourteen of the schools gave this final decision power to the University President, eight to the Board of Trustees or the Board of Regents, and seven to the Provost (including UVU). Most of the remaining institutions did not specify who had the final decision.

Finally, of the 45 researched institutions, only Utah Valley University and two other schools involved Faculty Senate in the sabbatical leave approval or appeals processes.

3. TABLES

Table 1: Where Do Institutions House Leave Information?	
Documentation	Institution
Sabbatical Leave Policy	Utah Valley University Salt Lake Community College Snow College Utah State University Weber State University St. Petersburg College Bowie State University University of Washington Boise State University Unknown #1 (University of Alaska System?)
Faculty Leave Policy	University of Utah Southern Utah University Utah Tech University University of Minnesota System Metropolitan State University of Denver North Carolina State University Southeastern Louisiana University Ferris State University
Faculty Handbook	Arkansas Tech University University of Alaska Anchorage Western Kentucky University Palm Beach State College South Texas College Cornell University New Jersey City University Coastal Carolina University University of Central Oklahoma West Texas A&M Northern Kentucky University
Other Forms of Documentation	California State University (Chico, Sacramento, Stanislaus, San Marcos) CUNY (Lehman College, Brooklyn, Queens) Emporia State University California State University Northridge Purdue University Unknown #2 (Ohio Administrative Code?)
No Information Found	CUNY College of Staten Island Bellevue College Southern Connecticut State University California State Polytechnic Pomona University of North Georgia

Table 2: Universities Meeting the Majority of Benchmarks		
University	Benchmarks	Referenced Material
Snow College	9 / 12	<u>Policy 406 Faculty Sabbatical Leave</u>
University of Utah	9 / 12	<u>Policy 6-314 Leaves of Absence</u>
Southern Utah University	10 / 12	<u>Policy 6.15 Faculty Leaves</u>
Weber State University	9 / 12	<u>Policy 3-25 Faculty Sabbatical Leave</u>
Bowie State University	9 / 12	<u>Section II Policy 2.00 Policy on Sabbatical Leave for Faculty and Professional Librarians</u>
Boise State University	10 / 12	<u>Policy 4400 Faculty Sabbatical Leave</u>
California State University, Northridge	9 / 12	<u>Administrative Manual Section 600 Academic Personnel Policies and Procedures</u>
Unknown #1 (Likely University of Alaska)	9 / 12	<u>P04.04.060.Sabbatical Leave</u> **Note: Link to University of Alaska policy

Table 3: Number of Levels of Review	
Number of Levels	Institution
6	Southern Utah University Metropolitan State University of Denver
5	Salt Lake Community College University of Utah Western Kentucky University St. Petersburg College West Texas A&M
4	Weber State University Bowie State University California State University (Chico, Sacramento, Stanislaus, San Marcos) Emporia State University University of Central Oklahoma
3	Snow College Utah State University Utah Tech University University of Alaska Anchorage Coastal Carolina University CUNY (Lehman College, Brooklyn, Queens) Ferris State University Unknown #2 (Ohio Administrative Code?)
2	New Jersey City University North Caroline State University Boise State University
1	Unknown #1 (University of Alaska System?)
Unknown	Arkansas Tech University CUNY College of Staten Island Bellevue College Palm Beach State College South Texas College Cornell University University of Minnesota System Southern Connecticut State University University of Washington California State Polytechnic Pomona Southeastern Louisiana University University of North Georgia Northern Kentucky University California State University Northridge Purdue University

Note: Utah Valley University is not included in this chart.

Table 4: Sabbatical Leave Approval Final Decision	
Final Decision Maker	Institution
University President	Salt Lake Community College Snow College Bowie State University Coastal Carolina University* California State University (Chico, Sacramento, Stanislaus, San Marcos) CUNY (Lehman College, Brooklyn, Queens) Emporia State University* University of Central Oklahoma Ferris State University
Board of Trustees/Regents	University of Utah Southern Utah University Weber State University Western Kentucky University St. Petersburg College New Jersey City University Metropolitan State University of Denver West Texas A&M
Provost	Utah Valley University Utah State University Utah Tech University Coastal Carolina University* Emporia State University* Boise State University Unknown #2 (Ohio Administrative Code?)
Other	University of Alaska Anchorage North Carolina State University Unknown #1 (University of Alaska System?)
Unknown	Arkansas Tech University CUNY College of Staten Island Bellevue College Palm Beach State College South Texas College Cornell University University of Minnesota System Southern Connecticut State University University of Washington California State Polytechnic Pomona Southeastern Louisiana University University of North Georgia Northern Kentucky University California State University Northridge Purdue University

* = Both Provost and President jointly