POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy))

<table>
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<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
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<tbody>
<tr>
<td>Chapter &amp; Title: 3720: Sabbatical Leave</td>
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All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Erin James Sept 18, 2018

Name Date

Telephone & Email: (775) 527.7019; ejames@uidaho.edu

Policy Sponsor: Name Date

Telephone & Email:

Reviewed by General Counsel Yes No Name & Date: Kim Rytter, Aug 31, 2017

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The Sabbatical and Leave Evaluation Committee (SLEC) is recommending the following revisions to section 3720 in the Faculty/Staff Handbook:

- Clarification of the application schedule
- Declaration that the SLEC will only review complete applications
- General streamlining and rearrangement of sections for brevity and clarity
- Removal of conflict of interest provision (see III below)

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

This revision will have no fiscal impact.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

This revision to the Sabbatical Leave policy is related to FSH 1640.74, which describes the function and structure of the SLEC. The current FSH language on the structure of the committee states that “A member selected to serve on this committee who is planning on applying for a sabbatical shall recuse themselves from participating the semester in which they apply.” Because sabbaticals are no longer centrally funded through the Provost’s Office and because there is no benefit to SLEC members who are applying for sabbatical leave to rank other applications poorly, the SLEC believes that there is no need for this conflict of interest provision. The SLEC also understands that this conflict of interest provision causes more problems than it solves, as it makes committee formation more difficult. The SLEC thus suggests that this sentence be replaced with “A member selected to serve on this committee who is planning on applying for a sabbatical shall recuse themselves from participating the discussion of their application.”

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. If not a minor amendment forward to:

Track #: _________
Date Rec.: _________
Posted: t-sheet _________
h/c _________
web _________
Register: _________
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Policy Coordinator
Appr. & Date: [Office Use Only]

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