PREAMBLE: This section describes the terms of eligibility for sabbatical leave for UI faculty. The policy is derived from, and incorporates all of, the State Board of Education, Governing Policies and Procedures, II-G. 3 b. This section was an original part of the 1979 Handbook and has been changed in only editorial ways since. In 2016 changes were made to clarify process and to ensure that any SLEC member, who submits a sabbatical application while serving on the committee, recuse themselves from all evaluations during said period. In 2018 this policy was revised and reorganized to better reflect process and to remove the recusal language added in 2016 which was found to cause more problems than it solved. Except where explicitly noted, the text is as of July 1996. Further information is available from the current chair of the Sabbatical Leave Evaluation Committee. [ed. 6-09, rev. 7-16, 1-18]

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A. GENERAL POLICY. Members of the UI faculty [see 1520 II-1] having completed six years of employment at the University of Idaho in a tenure track appointment who is tenured by the time the leave is to be effective may be granted sabbatical leave. A faculty member who is untenured, but expects a tenure decision by the time the sabbatical leave is to be taken, may submit an application. Tenured faculty may apply for additional sabbaticals provided that six full academic years have elapsed since the end of the most recent sabbatical and the beginning of the requested sabbatical leave.

A-1. Sabbatical Status. Employees in sabbatical status (longer than six months) retain all regular employment benefits except short term and long term disability. Faculty are advised to contact Benefit Services in HR to discuss how a sabbatical leave may impact their benefits.

A-2. Fiscal Year Cross-over. In addition, in the event a sabbatical leave will cross over to a new fiscal year, the faculty member is strongly advised to discuss whether, and what impact, the leave may have on salary.

A-3. Cooperative Extension System. Sabbatical leave applications by faculty members in the Cooperative Extension System (CES) are processed separately by a committee of the CES. [ed. 7-01, 7-02, 6-09, rev. 1-18]

B. PURPOSE. Sabbaticals are designed to encourage scientific inquiry, research, artistic creation, clinical/technical expertise, and innovation in teaching or to acquire professional skills or training. [rev. 1-18]

C. PERIOD OF LEAVE AND RESTRICTIONS ON SERVICE AND SALARY. A sabbatical leave is for one-half academic or fiscal year at full pay or one full academic or fiscal year at half pay, depending on the type of appointment held by the faculty member. Faculty on sabbatical continue to be full time employees of the University. Outside employment while on sabbatical must be disclosed per FSH 3260. [ed. 7-11, rev. 1-18]

D. APPLICATION FOR SABBATICAL LEAVE. Complete applications for leave must be submitted to the provost or designee who will collect and forward them to the Sabbatical Leave Evaluation Committee (SLEC). The application must contain: [ren. & rev. 1-18]

D-1. Cover Page. The required cover page template for the cover page is included at the end of this policy and must be filled out completely is available on the Provost's Office website. [ren. & rev. 1-18]

D-3. Description of Proposed Plan for Sabbatical. Major headings should include a detailed statement of what the applicant plans to do while on sabbatical, the objectives and significance of the proposed activities, the value of these activities to the applicant’s UI obligations, the feasibility and methods of accomplishing the objectives, and the applicant’s qualifications pertinent to the proposed activities. This section should consist of not more than four single-spaced typewritten pages. In the case of an application for a sabbatical crossing over the beginning of a new fiscal year, an explanation of the reasons for the timing of the sabbatical should be provided. [rev. 7-97, ren. & rev. 1-18]

D-4. Curriculum Vitae (CV). The applicant’s CV must be on the standard University of Idaho form. [ren. & rev. 1-18]

D-5. Letters of recommendation. A letter of recommendation from both the applicant’s college dean and or unit administrator (if applicable). [ren. & rev. 1-18]

D-6. Appendix. Letters of invitation or acceptance from persons with whom the applicant plans to work, itinerary, and other supportive documentation should be appended to the application. [ed. 7-98, 7-02, ed. 8-11, ren. & rev. 1-18]

E. CRITERIA AND RATING SYSTEM USED IN EVALUATING APPLICATIONS. The SLEC evaluates applications according to the criterion and rating system set forth in this policy below and makes recommendations to the provost who notifies applicants of the disposition of the application. [ren. & rev. 1-18]

E-1. Criteria:

a. Preparation, Thought, and Documentation: Organization of the application, originality of the idea, thoroughness, specificity, feasibility, preliminary work done on the project in addition to the planning, letters of appointment and acceptance, other documents supportive of the application, and the applicant’s plans for travel, if that is an integral feature of the application. [rev. and ren. 7-97, 1-18]

b. Benefit to UI and Applicant: Contribution to applicant’s knowledge and understanding, contribution to teaching or other assigned duties at UI, publications or other scholarly works resulting from the project, enhancement of professional status, recognition for UI, and contribution to special projects or to UI programs. [rev. and ren. 7-97, ren. 1-18]

c. Applicant’s Record of or Potential for Research, Teaching, Service and/or Other Pertinent Activity: Publications, performances, grants, postdoctoral fellowships, sabbatical leaves, participation in relevant professional organizations, record of achievement on previous grants and leaves (FSH 3710), evaluation by unit administrator and dean, and evidence of excellence in teaching, service, or other evidence of contribution to the university. [rev. and ren. 7-97, ed. 7-98, 8-11, ren. 1-18]

d. Decision: The decision as to the acceptability of an application may not be based on whether additional remuneration may be received by the sabbatical applicant. [ren. & rev. 1-18]

E-2. Rating System. The application will be rated by the SLECSEC according to the following 100-point rating system: [ren. & rev. 1-18]

a. Merit and feasibility of the proposed sabbatical plan, 60 percent points. [rev. 7-97, ren. & rev. 1-18]

b. Applicant’s record or potential for research, teaching, service and/or other pertinent activity, 25 percent points. [add. 7-97, ren. 1-18]

c. Length of service to UI in a tenure-track position, up to 15 percent points. Each year of service, counting from the faculty member’s initial appointment in a tenure track position or from their most recent sabbatical leave, whichever is less, later, is assigned a weight of one point, limited to a maximum of 15. [ren. and rev. 7-97, 1-18]

F. SCHEDULE FOR APPLYING. Each year there are two rounds of application consideration: [ren. & rev. 1-18]
F-1. Round 1. Deadline March 31st. This deadline applies to:

- Faculty with an academic year appointment planning to begin a full-year sabbatical at the start of the second fall semester after submitting the application;
- Faculty with an academic year appointment planning to begin a one-semester sabbatical at the start of the second fall semester or the second spring semester after submitting the application;
- Faculty with a fiscal year appointment planning to begin a full-year sabbatical at the start of the second fiscal year after submitting the application;
- Faculty with a fiscal year appointment planning to begin a half-year sabbatical during the second fiscal year after submitting the application.

F-2. Round 2. Deadline October 31st. This deadline applies to faculty who missed the Round 1 deadline:

- Faculty with an academic year appointment planning to begin a full-year sabbatical at the start of the next fall semester;
- Faculty with an academic year appointment planning to begin a one-semester sabbatical at the start of the next fall semester or the second spring semester after submitting the application;
- Faculty with a fiscal year appointment planning to begin a full-year sabbatical at the start of the next fiscal year after submitting the application;
- Faculty with a fiscal year appointment planning to begin a half-year sabbatical during the next fiscal year after submitting the application.

G. POSITION DESCRIPTION AND ANNUAL PERFORMANCE EVALUATION. Faculty members on sabbatical remain full time employees of UI. Faculty members are expected to include their sabbatical purpose and goals on their position description, submit a new position description prior to the start of their sabbatical that reflects the appropriate change in duties while on sabbatical. Their annual performance evaluation must reflect whether the purpose and goals of the sabbatical were achieved. [ren. & rev. 1-18]

H. CHANGES IN OR CANCELLATION OF SABBATICAL. If a faculty member must change the purpose, place, or time of the sabbatical leave, or needs to cancel their leave, the faculty member must submit a revised cover sheet indicating the type of change along with an updated recommendation from the dean and unit administrator, to the SLECSEC. The SLECSEC will review the change and make a recommendation to the provost for final approval. This request must state the rationale for the changes and update the sabbatical leave plan to reflect these changes. [ed. 8-11, ren. & rev. 1-18]

I. CANCELLATION OF SABBATICAL. If a sabbatical must be cancelled, the faculty member must submit written notification of cancellation to the Provost’s Office along with confirmation from the dean and unit administrator (if applicable). Cancelled sabbaticals cannot be reinstated, but faculty may re-apply through the normal application process.

J. RETURN. Faculty members are expected either to must return to the active service of UI for at least one academic year after completion of the leave sabbatical or to repay the money received from UI while on leave sabbatical, unless the president approves a waiver of this requirement. Results of the sabbatical should be detailed documented on the annual performance evaluation and will serve as the official record of return and accomplishment. [rev. 7-97, 7-02, 7-13, 7-16, ed. 8-11, ren. & rev. 1-18]
SABBATICAL LEAVE EVALUATION FORM [rev. 7-97, 1-18]

APPLICANT’S NAME ______________________________________________________________

SEMESTER(S) APPLIED FOR _______________________________________________________

PURPOSE OF LEAVE ______________________________________________________________

I—VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate)  (30 points)

(For preparation and thought, consider the following: organization of the application,
originality of the idea, thoroughness, specificity, feasibility, and preliminary
work begun on project beyond planning; for documentation consider the following:
itinerary, letters of appointment, letters of acceptance, and other supportive
documentation if applicable.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points ____

B. Benefit to University and Individual  (30 points)

(Consider the following: contribution to applicant’s knowledge and understanding,
contribution to teaching or other assigned duties at university, publications or other
scholarly works resulting from project, enhancement of professional status, recognition
for university, contribution to special projects or programs within university.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points ____

II. APPLICANT’S RECORD OR POTENTIAL FOR RESEARCH, TEACHING,
SERVICE AND/OR OTHER PERTINENT ACTIVITY (Maximum 25 points)  (25 points)

(Consider the following: publications, performances, grants, post-doctoral
fellowships, leaves, participation in relevant organizations, record of
achievement of previous grants and leaves, evaluation by unit
administrator and dean, including their assessment of the proposed sabbatical plan and
annual evaluation forms, evidence of excellence in teaching, service,
or other evidence of contributions to the university, as required by
the applicant’s position description.) [ed. 8-11]

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7 Points ____

III—SERVICE (Maximum 15 points)

(One point awarded for each year of service to university since the last
sabbatical leave to a maximum of 15 points.)

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7 Points ____

EVALUATOR ________________________________________________________________

DATE ___________________________________  Total Points ____