

3.13.5 Sabbatical Leave Sabbatical leaves of either one semester with full pay and full benefits or one academic year with half pay and full benefits are available for tenured full-time teaching faculty members. Those applying for sabbatical leave must have completed, by the time of the leave, six years of full-time teaching at the University (**and be tenured**) or six years of full-time teaching after the completion of a previous sabbatical leave. Approval of a sabbatical carries with it relief from the requirement to perform other duties for one semester or for one academic year (depending on the length of the sabbatical term approved). Faculty members granted leave will be obligated to continue employment at the University for at least one **full academic** year after the leave or to repay the full amount of the sabbatical support received.

3.13.5.1 Application Procedures for Sabbatical Leaves A written application for sabbatical leave, together with a letter of acknowledgment from the department chair (**or associate dean in the Colleges of Business or Education**), must be submitted to the faculty member's college dean by the second Monday in September of the academic year prior to the academic year for which the leave is requested. The application must include a proposal for a project to be undertaken during the sabbatical period. Requirements for sabbatical proposals are made available by the start of the fall semester each year. Each college dean will submit **all the viable** sabbatical proposals simultaneously to the Provost and to the University Committee on Sabbaticals, Fellowships, and Faculty Awards by the first Friday in October.

3.13.5.2 Announcements of Sabbatical Leaves Recommendations from the University Committee on Sabbaticals, Fellowships, and Faculty Awards regarding sabbatical leaves are due to the Provost by the last day in October. The Provost reviews these recommendations, and announces which sabbatical recommendations will be taken to the Board of Visitors for final action at its next meeting, generally in November or December. While it is the hope and intention that all eligible applicants with appropriate proposals will be able to receive sabbatical leaves every seven years, financial and staffing constraints limit the actual number of leaves granted.

3.13.5.3 Required Final Report **Following the first full post-sabbatical semester, the faculty member is required to submit a sabbatical report to the Provost at the beginning of the consequent semester (*i.e.*, early September for a preceding fall's sabbatical, early January for a preceding spring's or full-year's sabbatical). There is no standardized format for the report but it should review the proposed sabbatical goals with respect to what was accomplished during the sabbatical period. Applications for future sabbaticals will take into account the submission of this report.**

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3.13.8 Leave of Absence Without Pay ~~A Each~~ full-time teaching faculty member who has served for a minimum of two years may apply for a leave of absence without pay and benefits for one semester or one academic year. A written request for a leave of absence without pay, together with a letter of acknowledgment from the department chair (**or associate dean in the**

Colleges of Business or Education), normally must be submitted to the dean by the second Monday in September of the academic year prior to the academic year for which leave is requested. The dean will consult with the department chair (**or associate dean in the Colleges of Business or Education**) and thereafter submit a recommendation to the Provost who will forward his or her recommendation to the President and Board of Visitors for a final action, generally in November or December of that same year. The acceptance of a leave obligates the faculty member to continue his or her employment with the University for at least one full **academic** year after the leave. Any faculty member granted a leave of absence without pay shall have his or her full-time faculty position reserved until he or she returns from his or her leave. If a faculty member's request for a leave of absence without pay is denied, he or she may appeal the decision through the Faculty Grievance Policy and Procedure (§5.8).