
SABBATICAL LEAVE GUIDELINES

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Basic Purpose of Sabbatical Leave

According to the University of Alaska Board of Regents, sabbatical leaves for professional development may be made available to faculty with academic rank who meet the requirements set forth below. The objective of such leave is to increase the faculty member's value to the university and thereby improve and enrich its programs. Sabbatical activities may involve formal or informal study, research or creative activity, or other activities that increase the faculty member's ability to serve the university and the general public through teaching, research and creative activity, and public service. In order to fulfill this basic purpose of professional development, faculty are encouraged to make use of the opportunities presented by sabbatical leave for travel to or residence at a center of scholarly or creative activity, or for collaboration or study with recognized experts in the field. Sabbatical activities may include acquisition of new skills, investigation of new areas of interest, or formal study leading to completion of terminal degrees.

Eligibility for Sabbatical Leave

Faculty members with academic rank may apply for and be granted sabbatical leaves in accordance with the Board of Regents' Policy 04.04.06 and the UAA Sabbatical Guidelines.

Academic rank faculty members who have completed at least four (4) years of service in academic rank positions within the university system may apply for consideration during their fifth (5th) or subsequent year of service for a sabbatical leave to be taken in their sixth (6th) or subsequent year. For faculty members who have taken a sabbatical leave, eligibility for application will be determined in the manner noted above and will be calculated from the date of return from any previous sabbatical leave. Sabbatical leave applications will be considered annually based on a review schedule to be published annually by the Office of Academic Affairs.

Format for Sabbatical Leave Proposals

Sabbatical leave proposals shall be prepared in writing according to the following format: See Sabbatical Application on the [Faculty Services](#) website. Applicants should use the Sabbatical Leave Application Form provided.

A. Name of candidate.

- B. Eligibility (include length of service, dates and subject of previous sabbatical leaves).
Term of leave requested.
- C. Title and description of proposed study, investigation, or other effort (**Limit to no more than five pages exclusive of 3 and 4 below**):
1. Description and justification.
 2. Goals and/or objectives.
 3. Schedule (timetable) of activities.
 4. Funding information (include specific information on all applications for non-university funds and all other income related to or derived from activities carried out while on leave).
- D. Contributions and/or benefits. (Please discuss each of the following in sufficient detail):
1. What new skills, learning or accomplishments are likely to result from successful completion of the sabbatical?
 2. How important are these skills to the professional development of the faculty member?
 3. What benefits accrue to the university and to the broader community from application of these skills or accomplishments in future teaching, research or creative activity, and public service?
- E. Necessity of the sabbatical for the proposed activities. (Please discuss in sufficient detail.)
- F. Ability to accomplish objectives of proposal:
1. Current vita (**required**)
 2. Letters indicating support from collaborating institutions, investigators or individuals (**required where applicable**. If documents are not yet available but will be forthcoming, please note this.)
 3. Other supporting documentation.
- G. Optional: Supplementary material (regardless of form...written or otherwise).

Approvals

Signatures from the Department Chair and Campus Director or Dean are **required** for the Sabbatical Application to be considered.

Criteria for Evaluating Sabbatical Leave Proposals

- A. Likelihood of applicant to accomplish objectives of planned study or investigation. Is the description of activities logical and complete?
 1. Is the requested term of leave sufficient or appropriate for the scope of proposed activities?
 2. Ability to accomplish plans as reflected in vita.
 3. If the proposal assumes cooperation from other institutions or investigators, are letters included indicating their support?
 4. Is the time schedule of proposed activities to increase professional development of the applicant appropriate?
- B. Funding information. The applicant for sabbatical leave must demonstrate that the resources, both internal and external, are adequate to fulfill the objectives of the proposal.
- C. Capability of proposed activities to increase professional development of the applicant.
 1. What new skills, learning, or accomplishments in the areas of faculty development, teaching, research and/or creative activity are likely to result from successful completion of the sabbatical?
 2. What benefits are likely to accrue to the university and to the broader community?
 3. How important are these skills to the professional development of the faculty member?
 4. Is a sabbatical leave necessary in order to undertake the proposed activities?

Process for Committee Consideration of Sabbatical Leave

- A. Proposals for sabbatical leave will stand on their own merit. Questions will not be addressed to applicants, nor will applicants be invited to make presentations.
- B. Sabbatical leave proposals will be considered at a meeting specifically called for that purpose. A quorum for the meeting(s) shall consist of two-thirds of the members of the whole committee.
- C. All committee members will review the proposals prior to the meeting(s).

- D. Each committee member will fill out the rating sheet and then rank the proposals from the highest raw score to the lowest.
- E. The initial member rankings will be submitted to the Faculty Services Coordinator two days prior to the meeting. The individual members' rankings will be combined to produce the initial committee ranking.
- F. The committee members will examine the ranked list of sabbatical leave proposals at the meeting called for that purpose.
- G. The committee, by a majority vote of members present, may identify a proposal as unacceptable and, therefore, withdraw from further consideration. In this case, the reasons for this view will be conveyed to the Chancellor or designee.
- H. The committee, by two-thirds vote of members present, may decide to accept the initial ranking as final. If this occurs, steps I and J will be omitted. Failing two-thirds vote, the committee will proceed to step I.
- I. The committee will discuss each proposal. Discussion of each proposal will be limited to ten minutes.
- J. Rankings will be modified based on committee discussion. The committee also may choose to group the proposals into categories such as "Very Strong," "Strong," "Acceptable" and "Unacceptable" if they wish.
- K. Upon the completion of the rankings, the committee chairperson will transmit the committee ranking and a list of unacceptable proposals to the Chancellor or designee through the Office of the Provost for Academic Affairs.
- L. The Chancellor or designee will then make his/her own ranking. If the rank order of the committee differs from that of the Chancellor or designee, the committee and the Chancellor or designee shall meet and attempt to reconcile their differences. The committee and the Chancellor or designee may agree to disagree on any application.
- M. The committee shall maintain a record of its proceedings and shall keep all records of rankings.

Terms of Sabbatical Leaves

Sabbatical leaves for all faculty shall include one or both academic semesters. A maximum of six months' salary will be paid for a two-semester

leave and a maximum of 4.5 months' salary will be paid for a one-semester leave.

Human Research Subjects

Sabbatical leave proposals involving research with human subjects should conform to Principles and Procedures of Human Research Subjects approved by the Institutional Review Board. *[See Chapter VI in this Handbook]*

RATING SHEET FOR SABBATICAL LEAVE PROPOSALS

In order to provide for the full and equitable selection of the most meritorious sabbatical leave proposals, the faculty has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal. Applications must include:

- ___ Application Form
- ___ CV
- ___ Letters/Documentation of Support (if applicable)
- ___ Approval Signatures

“Items” are from “Sabbatical Leave Evaluation Criteria” on page 2

1. Proposal Description (0-15)

- a. Is the description of activities complete, logical, clear, and understandable in “lay” language? Does it clearly identify the goal(s)? (*Item A*) (0-5)
- b. Is the project timetable realistic, clear, and necessary? (*Items A1, A4*) (0-5)
- c. Is the requested term of leave sufficient or appropriate for the scope of proposed activities? (*Item A1, C4*) (0-5)

2. Feasibility (0-20)

- a. What is the ability of the applicant to accomplish plans, as reflected in the vita? (*Item A2*) (0-10).
- b. Is funding information complete? (*Item B*) (0-5).
- c. If these activities are collaborative, is all appropriate documentation included? (*Item A3*). (0-5; *automatic 5 points if project is not collaborative*).

3. Faculty Development (0-20)

- a. What new skills, learning, or accomplishments in the areas of faculty development, teaching, research, and/or creative activity are likely to result from successful completion of the sabbatical? (*Item C1*) (0-10)
- b. How important are these skills to the professional development of the faculty member? (*Items C1 and C3*) (0-10))

4. What benefits are likely to accrue to the university and the broader community? (*Item C2*). (0-10)

5. Is a sabbatical leave necessary in order to undertake the proposed activities? (*Item C4*). (0-10)

Total Score (0-75)