

College of Health Sciences Sabbatical Leave Policy and Procedures

Sabbatical leave provides faculty members with opportunities for study, research, creative effort, improvement of teaching capabilities and methods, and related travel so that the quality of each recipient's service to the University may be enhanced.

CHS faculty members in regular or special title series with the rank of assistant professor or higher are eligible for sabbatical leave as follows:

- One year at one-half salary (academic year for appointees on the academic year, 10-month, or 11-month assignments) after 6 years of continuous eligible service
- Six months at full salary (academic semester for appointees on academic year, ten-month, or eleven-month assignments) after 6 years of continuous eligible service
- Six months at half-salary (academic semester for appointees on academic year, ten-month, or eleven-month assignments) after 3 years of continuous service

Application Process: Faculty members shall initiate requests for sabbatical leave with the Department Chair in consultation with the Division Director. Faculty members are encouraged to work with the Chair and Director in advance to better ensure the acceptance of the proposal. The application process is as follows:

- After consultation with the Department Chair and Division Director, the faculty member submits an Application for Sabbatical Leave packet to the Chair
- The Chair reviews the Application and makes a written recommendation to the CHS Dean. If the Chair recommends that the Leave be approved, the following information will be included in the recommendation:
 - A specific plan for how instructional needs of the program will be met while the faculty member is on leave, including: 1) who will provide coverage for each course, 2) who will assume academic advising responsibilities, and 3) who will provide supervision of the undergraduate and graduate advisees' research projects, theses, and dissertations,
 - A plan for how administrative responsibilities will be managed, and
 - Estimated costs associated with meeting the faculty member's responsibilities (e.g., hiring part-time faculty) and a proposed plan for covering these costs
- After consideration of the recommendation and appropriate consultation with the Chair, the Dean will make a written recommendation to the Provost.
- A letter from the Dean specifying the Dean's recommendation and expectations for the faculty member will be provided to the faculty member and copied to the Chair and the faculty member's standard personnel file.

Application for Sabbatical Materials: Faculty members should submit the following packet of materials to the Department Chair:

1. COVER SHEET. Provide the requested information including a statement about the purposes of the sabbatical leave and the anticipated benefits to the program and institution.
2. GOALS AND ACTIVITIES: State the goals of the sabbatical leave in relation to the purposes. For each goal, list and describe the specific activities to be completed.

3. **OUTCOMES:** List the expected outcomes from the sabbatical (e.g., reflection paper or summary of continuing education activities, research and publications, grant proposal, innovative instructional materials, etc.).
4. **SUMMARY OF PREVIOUS SABBATICAL AWARD OUTCOMES:** In no more than a page, describe the purposes, goals, activities, and outcomes/ products of your most recent sabbatical leave, if applicable.
5. **CURRICULUM VITA:** Provide an updated copy of your CV.
6. **LETTERS FROM COLLABORATORS:** Include letters of invitation or agreement from collaborators or institutions as appropriate.

Application Evaluation: The Chair will consider evaluation of the application based on: 1) the quality of the proposal; 2) the potential of the proposal to benefit the faculty member and the institution; and 3) past productivity and achievement. Evaluation considerations are as follows:

- ***Merit of the Purposes, Goals, and Activities***
 1. Consistency of the proposal with the stated purposes of a sabbatical (see paragraph 1 of this document).
 2. Adequacy and feasibility of the project in relation to the length of leave requested
 3. Clarity and completeness of the proposal.
 4. Potential of the project to contribute to the faculty member's professional development
 5. Potential likelihood that the project will contribute to the program and institution
- ***Applicant Productivity***
 1. Quality and quantity of contributions to the unit's missions in terms of scholarly productivity and research, instruction, service, and administration
 2. Quality and quantity of outcomes and products supported by previous UK sabbatical awards, if applicable

Outcomes: The Outcomes listed in the proposal will be submitted by the date agreed upon by the faculty member and the Chair. Results of the sabbatical, including an evaluation of the outcomes stated in the application, will be considered in the *Professional Development* portion of the Annual Performance Review. The evaluation will occur during the actual year when the sabbatical occurred (e.g., A Fall 2008 sabbatical will be considered as part of the 2008 APR; a year-long sabbatical for Fall 2008 and Spring 2009 will be considered in both the 2008 and 2009 APR).

Appeal Process: Faculty members are urged to work with their Department Chair and Division Directors to resolve any differences pertaining to sabbatical leave requests. If a mutually agreeable solution is not possible, faculty members may file an appeal with the CHS Appeals Committee appointed by the Dean.

Note: For additional information, please refer to the policies governing sabbatical leave in Part X – B.2.d.i (Part X, page 11) of the UK Governing Regulations.

COLLEGE OF HEALTH SCIENCES
APPLICATION FOR SABBATICAL LEAVE
Cover Sheet

Faculty Name: _____ **Application Date:** _____

Proposed sabbatical leave date: _____

Title Series: _____

Academic Rank: _____

Years as UK Faculty Member: _____

Date of most recent sabbatical leave (e.g., fall 2000; fall-spring 1998): _____

Briefly summarize the purposes of the proposed sabbatical leave:

Summarize the expected benefits of the leave to your professional development, the program, and the institution:

Attach the following information on separate pages as described in *Sabbatical Leave Policies and Procedures*.

2. **GOALS AND ACTIVITIES:** State the goals of the sabbatical leave in relation to the purposes. For each goal, list and describe the specific activities to be completed.
3. **OUTCOMES:** List the expected outcomes from the sabbatical (e.g., reflection paper or summary of continuing education activities, research and publications, grant proposal, innovative instructional materials, etc.).
4. **SUMMARY OF PREVIOUS SABBATICAL AWARD OUTCOMES:** In no more than a page, describe the purposes, goals, activities, and outcomes/ products of your most recent sabbatical leave, if applicable.
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