**SABBATICAL LEAVE APPLICATION**

**for faculty sabbaticals that will take place during the 2022-23 academic year**

**INSTRUCTIONS**

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| *The Sabbatical Leave Application consists of four parts:*  ***Part A*** *– Faculty Member Information & Executive Summary*  ***Part B*** *– Sabbatical Plan*  ***Part C*** *– Financial & Reporting Attestation*  ***Part D*** *– Awarded Sabbatical Compensation Summary (to be submitted after the applicant has received award notification for their sabbatical)*  *Step 1: Faculty applicants complete Parts A, B, & C and submit the forms to their department chair.\**  *Step 2: Department chairs review the submitted applications and forward them (along with their ranking and brief explanation of support) to the dean of the college.*  *Step 3: Each college dean reviews the applications and forwards them (along with their own ranking and brief explanation of support) to the Office for Faculty by* ***December 3, 2021****.*  *Note that department chairs and deans might create earlier internal deadlines for faculty applicants in order to meet the final deadline. Faculty applicants should be cognizant of and meet any internal deadlines.*  *Step 4: Faculty members who have been awarded a sabbatical will be notified.*  *Step 5: Faculty members who are receiving a sabbatical will need to complete Part D and submit the completed form to their department by* ***May 31, 2022****.*  *Step 6: Departments must submit two separate ePAFs in order to process the following correctly: (1) to adjust the leave status and (2) to adjust the salary and FTE change for the faculty member.*  *Step 7: At the conclusion of the sabbatical the faculty member must submit a report to both the college dean and the Office for Faculty, highlighting the activities they have conducted during their sabbatical leave and the extent to which the purposes of the leave were met.*  *\*Applications by faculty members holding appointments in more than one department or college shall be submitted to and be the subject of a recommendation from each cognizant chairperson, dean, and vice president. (*[*see Policy 6-314)*](https://regulations.utah.edu/academics/6-314.php) |

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**PART A – Faculty Member Information & Executive Summary**

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| **College/School:** | |  | | | | | |
| **Department/School:** | |  | | | | | |
| **Name:** |  | | | **UNID:** | |  | |
| **Current Rank/Title:** | |  | | | | | |
| **Tenure Status:** | | Tenured  Under Tenure Review | | | | | |
| **Tenure-line Appointment Date:** | |  | **Date of Last UofU Sabbatical (if any):** | | | |  |
| **Please list other leaves of absences taken in the past six years (*e.g. faculty fellowships, unpaid leave, parental leave):*** | | | | | | | |
| ***Type of Leave*** | | | | | ***Timeframe/Year*** | | |
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| **Requested Sabbatical Timeframe** (A faculty sabbatical leave may be taken for one or two semesters, or for one, two, three, or four half-semester “sessions.”):  Fall Semester  Spring Semester  Academic Year  Other\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Expected location(s) during leave:** |  |

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| **Executive Summary:**  Please provide a *concise description* of (1) the general activities that you will undertake, (2) the topic(s) and goal(s) of those activities, and (3) the expected impact of your research, and if relevant teaching, on your field and/or the University. The Summary should be approximately 3-6 sentences. Since it will be read by multiple audiences outside your discipline, please avoid or explain discipline-specific language accordingly. |
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**PART B – Sabbatical Plan**

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| **Description of Proposed Sabbatical Activities:**  Please provide a *detailed description* of the **specific objectives** and **scholarly/research/creative activities** you plan to accomplish during the leave. This section is to help your chair and dean make their recommendation(s). |
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**PART C – Financial & Reporting Attestation**

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| **Financial Conditions for a Sabbatical Leave:**  [University policy](https://regulations.utah.edu/academics/6-314.php) limits the total salary a faculty member may earn while on sabbatical. This limit refers to salary paid on any W-2 form, not to consulting income. The Federal Office of Management and Budget Circular A-21 allows for a maximum of 100% of annual base salary from any source of funds at the University (i.e. funds 1001, 2XXX, 5000, 6XXX). The university will reduce the amount of sabbatical salary it pays if a faculty member receives salary from other sources exceeding the limits below.  Base Salary –Total compensation approved in advance as the amount payable to an Employee from funds administered by the University for normal and expected working time and effort, not in excess of 100% of full time.  Salary from sources not associated with the University is subject to the salary limits in [Policy 6-314](https://regulations.utah.edu/academics/6-314.php) which limits a combination of university funds and funds not associated with the University to 110% of the annual base salary.  **Reporting Conditions for a Sabbatical Leave:**  [University policy](https://regulations.utah.edu/academics/6-314.php) requires that upon the conclusion of a sabbatical leave, the recipient shall file with the cognizant vice president and dean a report of their activities during the leave and of the extent to which the purposes of the leave were met.  **Obligation to Return to the University after a Sabbatical Leave:**  [University policy](https://regulations.utah.edu/academics/6-314.php) requires that the recipient of a leave must agree to return to the service of the university after the termination of the leave for a period of time at least equal to the length of the leave. If the leave recipient does not so return, or returns for a shorter period of service than required under this regulation, the university will be entitled to a proportionate refund of the compensation paid by the university during the leave. |
| **I understand and agree to comply with the requirements above. Specifically, I will do the following:**   1. By May 31st immediately prior to the beginning of the academic year in which my sabbatical will occur, I will submit the Academic Sabbatical Compensation Form (PART D of this application) to my department chair. I understand this information is necessary to set up my pay properly for the coming fiscal year. If information changes between May 31st and the start date of my sabbatical, I will submit a revised version of Part D. 2. If I am a Principal Investigator (PI) on a grant or contract and am away from the University for more than 90 days during my sabbatical, I will contact my funding agency and appoint a substitute PI.      1. Within three months of the end of my sabbatical leave, I will submit a report of my sabbatical activities to my dean and the Office for Faculty. |

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| *Printed Name of Applicant* | *Faculty Applicant Signature* | *Date* |