**SABBATICAL LEAVE APPLICATION**

**for faculty sabbaticals that will take place during the 2023-24 academic year**

**INSTRUCTIONS**

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| *The Sabbatical Leave Application consists of three sections:*  ***Part A*** *– Faculty Member Information & Executive Summary*  ***Part B*** *– Sabbatical Plan*  ***Part C*** *– Financial & Reporting Attestation*  *Step 1: Faculty applicants complete the Sabbatical Leave Application and submit the form 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 2, 2022****.*  *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: A faculty member who is awarded a sabbatical completes an* ***AY2023-24 Awarded Sabbatical Compensation Summary*** *(found* [*here*](https://uofu.box.com/s/vqzlndeyadwq5uwk2m26fim764tkfu7t)*) and submits the completed form to their department by* ***May 31, 2023****.*  *Step 6: Prior to the start of the 2023-24 fiscal year, Departments submit two separate ePAFs: (1) to adjust the leave status and (2) to adjust the salary and FTE change for the faculty member.*  *Step 7: Within 90 days of the conclusion of the sabbatical, the faculty member submits 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 Date**  **(Received or Anticipated)** | |  | |
| **Start Date as Tenure-Line** | | |  | **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 the general activities that you will undertake, the topic(s) and goal(s) of those activities, and the expected impact of your sabbatical activities on your field and/or the University. Since it will be read by multiple audiences outside your discipline, *please avoid or explain discipline-specific language* accordingly. A more detailed description should be included in Part B of the application. |

In 1-2 sentences, state your research question(s), goal(s), and/or topic area(s):

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In 1-2 sentences, state the dissemination plan for the research conducted during the sabbatical:

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In 1-2 sentences, state how this sabbatical will benefit you/the U:

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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 **research/scholarly/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 Considerations for a Sabbatical Leave:**  Faculty members on sabbatical will receive a reduced salary for the academic year in which the sabbatical is taken, in accordance with [Policy 6-314](https://regulations.utah.edu/academics/6-314.php) (e.g., one teaching semester of sabbatical = reduction to 95% of annual base salary\* and two teaching semesters of sabbatical = reduction to 80% of annual base salary\*).  There are limits on the *total* salary a faculty member may earn while on sabbatical. [Federal Uniform Guidance Subpart E](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E#p-200.430(h)(7)) 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). Salary received by a faculty member from any source outside the University is subject to University [Policy 6-314](https://regulations.utah.edu/academics/6-314.php), which limits salary paid from university funds combined with salary paid from outside sources to 110% of the annual base salary. The university will reduce the amount of sabbatical salary it pays accordingly if a faculty member receives additional salary from any outside sources that result in total salary received exceeding 110% of the faculty members annual base salary.  [Policy 5-204](https://regulations.utah.edu/human-resources/5-204.php) discourages employment activity in addition to full-time University employment – which would include time while on sabbatical – and requires the employee to notify their supervisor of any outside employment activities.  *\*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.*  **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 Awarded Sabbatical Compensation Form to my department chair. I understand this information is necessary to set up my pay reduction 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 the Awarded Sabbatical Compensation Form. 2. If I am a Principal Investigator (PI) on a sponsored project and am away from the University, am inactive on the project for more than 90 days, or am reducing my committed effort during my sabbatical, I will notify my department chair and OSP – and, if advised by OSP, contact my funding agency and/or appoint a substitute PI. 3. Within 90 days of the conclusion of my sabbatical leave, I will submit a report of my sabbatical activities to my dean and the Office for Faculty ([officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu)). |

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