Process Guide for Sabbatical Leave

(tenured faculty)

Academic Affairs Manual (ACD) policies governing sabbatical leave: ACD705.

Arizona Board of Regents (ABOR) policies governing sabbatical leave: 6-207.

For all stages, do not lock documents. Do not use Adobe Sign, Adobe Certificate, DocuSign, or cursive fonts to sign forms or letters. JPEG of an original signature is accepted.

Candidate Responsibilities

Step 1.   **Request form.** Candidate checks with unit chair/director to determine the unit's submission deadlines for application materials. Completes *Application for Sabbatical Leave* and submits electronic copies (PDF) of the application along with required materials as indicated on the application form.

Unit Responsibilities

Step 2.   **Eligibility**. Unit staff verifies the eligibility of the applicant, and for candidates who have previously taken sabbaticals, confirms that their sabbatical reports are on file. This information is provided to the unit personnel committee.

Step 3.   **Unit committee**. If required by the unit/college procedures, unit personnel committee conducts evaluation of sabbatical proposals according to unit/college procedures/bylaws and ASU policies. Note that during the final probationary year, approval of sabbatical leave will be contingent upon the applicant receiving tenure. Unit personnel committee writes a letter of recommendation addressed to the unit chair/director.

Step 4.   **Committee letter**. Signed unit committee letter is added to the electronic case file (if required by unit/college procedures).

Step 5.   **Chair/director**. The unit chair/director evaluates the application and makes a written recommendation as to whether the proposal is worthwhile and if there is a high probability that the candidate will successfully complete the proposed project. The unit chair/director's letter should also address how the integrity of teaching, advisement, graduate research supervision, research, position responsibilities, and/or administration of the program within the unit will be maintained during the applicant's absence.

Step 6.   **Chair/director letter**. Signed unit chair/director letter is added to the electronic case file.

Step 7.   **Application update**. Unit updates *Application for Sabbatical Leave* with the unit chair/director's signature and adds the form to the electronic case file.

Step 8.   **Submission to the college**. By the deadline established by the supervising college, the unit submits electronic PDF Portfolio of each case to the college personnel committee for review and recommendation. All sections below are PDFs (no other formats or folders) that are combined into a PDF Portfolio.
    a. The PDF Portfolio shall include sections titled and ordered as follows:
        1_Sabbatical Application
        2_Curriculum Vitae
        3_Proposed Sabbatical Project
        4_Evaluation Letter(s) (if required by unit/college procedures)

        5_Resource Support Letter(s) (if required by unit/college procedures)

        6_Unit Chair/Director Letter

        7_Unit Personnel Committee Letter (if required by unit/college procedures)

b. PDF Portfolio should be saved and titled using the following naming convention: COLLEGE–UNIT–LastNameFirstName–ActionAcademicYear (e.g., *CLAS-PSY- SmithJane-Sabbatical2014-15*)

c. If possible, unit should reduce PDF and use the text recognition option before submitting to the college.

d. PDF Portfolio should be uploaded to a secure site as directed by the college as directed.

College Responsibilities

Step 9.   **Eligibility**. College staff confirms the eligibility of applicants, and for candidates who have previously taken sabbatical leaves, confirms that their sabbatical reports are on file. This information is provided to the college personnel committee.

Step 10.   **College committee**. College personnel committee conducts evaluation of sabbatical proposals according to college procedures/bylaws and ASU policy. Note that during the final probationary year, approval of sabbatical leave will be contingent upon the applicant receiving tenure. The committee writes a recommendation letter addressed to the dean.

Step 11.   **College committee letter**. The signed college personnel committee letter is added to the electronic case file.

Step 12.   **Dean**. The dean evaluates the application as to whether the proposal is worthwhile and if there is a high probability that the candidate will successfully complete the proposed project. The dean may write a decision letter.

Step 13.   **Dean's letter (optional)**. College updates electronic case file with the signed dean's letter.

Step 14.   **Application update.** College updates *Application for Sabbatical Leave* with the dean's signature and adds the form to the electronic case file.

Step 15.   **Notification**. Applicants will be notified of the dean's decision by the date established by the university. Each year, the posted notification date is December 15. If December 15 falls on a weekend, then the college should make the notifications by the soonest following weekday.

Step 16.   **Submission to the provost office**. By the deadline established by the university, the college staff fills out the current provost's office sabbatical spreadsheet. The spreadsheet is submitted to the provost office in Excel format by the date established by the university.* Each year, the posted notification date is January 15. If January 15 falls on a weekend, then the college should submit the spreadsheet by the soonest following weekday.

*Contact the provost office staff for the current year's sabbatical spreadsheet; please do not use a previous year's spreadsheet.

See the appendix section below for instructions regarding late sabbatical requests.

Candidate Responsibilities

Step 17. No later than the end of the first semester after completing the sabbatical leave, the individual must submit a *concise* report to the college dean and the unit chair/director addressing accomplishment of the purposes stated in the application for sabbatical leave. The *Report on Sabbatical Leave* form can be found on the provost's office website.

College Responsibilities

Step 18. **Acknowledgement**. After receiving the report, the dean will send a sabbatical acknowledgment to the faculty member. Acknowledgements are usually in the form of letters or memos which confirm the timing of the sabbatical and thank the faculty member for the report. The acknowledgement should be done in time to send a copy to the provost's office by the deadline. The college should make sure that reminders are sent to faculty members whose reports are missing, as the reports are required by policy.

Step 19. **Submission to the provost office**. By the deadline established by the university and in accordance with ACD policy, the college sends copies of the reports and acknowledgements to the provost's office. Each faculty member's submission should be in one PDF document with at least two pages. The first page will be the dean's acknowledgment, followed by the report. Please do not submit as PDF portfolios. For each PDF document, use the following naming convention: "COLLEGE – UNIT – LastName, FirstName – SabbaticalReport – SemesterYYYY." Examples:

CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – Fall2016
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – Spring2015
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – AY2015-16
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – FY2015-16
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – JulyToDec2016
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – JanToJune2016

Sabbatical Report Due Dates (college due dates are suggested)

Sabbatical Term	Due to the College	Due to the Provost's Office
Fall semester	The following May 15	The following June 15
Spring semester	The following December 15	The following January 15
Academic year or fiscal year (2 semesters)	The following December 15	The following January 15
July to December (half fiscal year)	The following May 15	The following June 15
January to June (half fiscal year)	The following December 15	The following January 15

If June 15 or January 15 fall on a weekend, then the reports are due to the provost's office the soonest following weekday.
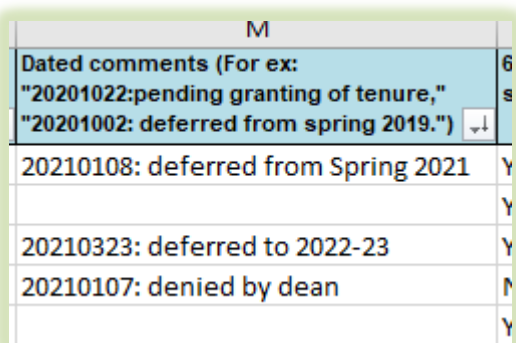
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APPENDIX

- **Timely notification**. If an applicant for a sabbatical leave withdraws the application or changes the period of leave after approval, the academic unit chair/director must be notified immediately and in sufficient time to make necessary adjustments to maintain the quality of teaching and/or other programs in the unit. The dean as well as the provost of the university must also be notified of any changes.

- **Project changes**. If circumstances require that a substantial change be made in the sabbatical project after it has been approved or after the leave has begun, the applicant must obtain approval for the change from his or her academic unit chair/director and supervising dean. Failure to receive approval before making the change may result in a requirement that the individual refund part or all of the salary received during the sabbatical leave.

- **Late sabbatical requests.** Sabbatical requests which miss the original deadline require the approval of the vice provost for academic personnel. Submit the two-page *Application for Sabbatical Leave* form in PDF format to the provost's office (please attach no other documents). If approved, the form will be returned with the signature of the vice provost for academic personnel.

- **Sabbatical requests which require approval at the university level.** In rare cases which require approval by the vice provost for academic personnel, please follow the instructions above for late sabbatical requests with the addition of the dean's justification. The dean's justification should be typed on the second page of the two-page *Application for Sabbatical Leave* form. Again, please attach no other pages or documents.

- **Changes to approved sabbaticals.** If the dean approves a sabbatical term change (from fall to spring, for example), for a sabbatical which had already been approved, let the provost's office know, and submit a revised sabbatical spreadsheet. To update a sabbatical spreadsheet:
    - Use the "dated comments" column to note changes.

M	
Dated comments (For ex: "20201022:pending granting of tenure," "20201002: deferred from spring 2019.")	6 s
20210108: deferred from Spring 2021	Y
	Y
20210323: deferred to 2022-23	Y
20210107: denied by dean	N
	Y

    - Send an email to the vice provost's point person for sabbaticals letting them know about the changes.
    - Put a line through those whose sabbaticals were denied.
    - If a sabbatical is deferred to a future academic year, don't remove the line from the spreadsheet; instead, put a line through that sabbatical, and make a note.