

REQUIRED STATEMENTS FOR SABBATICAL LEAVE REQUESTS

- I. The request from the faculty member to the Department Chair (Department Chair submits request to Dean) should be submitted in writing in time to have the request reach the Dean's Office at least six months prior to the effective date of the leave. **Late requests should be justified by the faculty member and an exception requested.**
- II. The letter must contain the following statements and information:
1. The semester (or semesters) of the leave, stating whether one semester (or six months) at full pay, or one year at half pay.
 2. Purpose of the leave (study, research, writing, etc.) with a **detailed** description of the proposed activities.
 3. A statement on whether or not any additional income is expected:
 - a. I do not expect to receive any additional income during my sabbatical leave.

OR

- b. I will (or expect) to receive \$_____ additional income from _____ (source of funds). Additional income must be justified and a statement provided of how it will be used.
4. The following statement must be included verbatim:
 - a. *I will return to the University for at least one full year after my sabbatical leave, and I will submit a written report of my professional activities and accomplishments while on sabbatical leave, no later than the end of the first semester after my return. I understand that I **may be required** to repay all sabbatical salary if I do not return for the minimum period and/or file an activity report in a timely fashion. Further, I understand that I must obtain written approval in order for my sabbatical report to be submitted late.*

External Earnings While on Sabbatical

It is the University's policy that faculty members' income during the sabbatical period should not exceed their income had they not taken sabbatical leave. **All income must be reported.** External non-salary support which serves to assist a faculty member in fulfilling the purposes of the sabbatical leave -- grants or awards for travel, research facilities, etc. -- may be accepted without impact on sabbatical leave salary. Financial awards -- fellowships, grants, etc. -- which provide general support for the individual, rather than being targeted for specific project-related expenses, are construed as external salary support. Consulting may also be carried out while on sabbatical, provided it occurs in a manner that is consistent both with the University's normal consulting practices and with the individual's customary level of such activity when not on sabbatical leave. The faculty member should not be expected to suffer financially while on sabbatical leave; neither, however, should the sabbatical be construed as an opportunity for unusual financial gain, and, in some cases, there may be an adjustment in State compensation.