



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 6.15**  
**Date Approved: 09/21/90**  
**Date Amended: 01/13/12**  
**Reviewed w/no Changes:**  
**Office of Responsibility: Prov**  
**Page 1 of 11**

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**SUBJECT: FACULTY LEAVES**

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**I. PURPOSE:** To describe various types of University leave and establish policy on the administration of leave.

**II. REFERENCES:**

SUU Policy and Procedures 6.0, Definition of Faculty  
SUU Policy and Procedures 9.3, Emergency Leave  
SUU Policy and Procedures 9.7 Family Medical Leave  
SUU Policy and Procedures 9.8, Military Leave  
SUU Policy and Procedures 9.9, Reporting Absences

**III. POLICY:**

**A. Sabbatical Leave**

1. **Definition.** A sabbatical leave means a leave of absence with compensation for one year or a fraction thereof as determined by the President of the University and the Board of Trustees. SUU makes a limited number of sabbatical leaves available to qualified faculty members each year. Contingent on funding, qualified faculty in good standing may receive a sabbatical leave to provide time and resources to revitalize themselves through scholarship, writing, or professional/artistic development. Faculty may also use a sabbatical leave for completing a terminal degree.
2. **Eligibility.** The University will consider applications for sabbatical leaves from tenured faculty with a minimum rank of associate professor. Faculty who have been awarded a sabbatical leave will be eligible to apply for a subsequent sabbatical after six (6) full years of additional service.
3. **Selection.** Selection criteria for sabbatical leaves include the merit of the proposed use of the sabbatical leave time, the applicant's past performance at SUU, and available resources for sabbatical leaves.

Proposals for sabbatical leave may be submitted by faculty for the purpose of non-degree study and degree-seeking study. All proposals will be analyzed on a case-by-case basis and ranked by the University Leave, Rank, and Tenure Committee in order of merit. In cases where non-degree-seeking proposals have equal merit, preference will be



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**Office of Responsibility: Prov**  
**Page 2 of 11**

---

**SUBJECT: FACULTY LEAVES**

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- given to terminally qualified faculty members to revitalize themselves through scholarship, writing, or professional/artistic development.
4. Compensation.
    - a. Salary. Faculty on sabbatical leave receive 80% of anticipated regular contract salary for 9 months' leave (two semesters), or 95% of anticipated regular contract salary for 4.5 months' leave (one semester).
    - b. A faculty member will receive fringe benefits while on sabbatical leave, provided any appropriate premium deductions are taken from his/her salary.
    - c. A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University.
    - d. A faculty member on sabbatical leave may accept a fellowship, assistantship, or research grant, provided his/her compensation and plan of work are approved by his/her respective Dean, the Provost, the President, and the Board of Trustees.
    - e. Faculty may not accrue unused sabbatical leaves nor will the University pay compensatory time for unused sabbatical leaves.
  5. Application and Supporting Documentation. A faculty member desiring a sabbatical leave must submit the following documents to the department chair and dean for evaluation and action:
    - a. An application form that includes the individual's name, department, title, date of initial appointment to a full-time position, and the period of leave covered by the application.
    - b. Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, feasibility, a time-line and calendar of activities and a statement of anticipated outcomes. The statement of leave plans should not exceed four typed pages. If the project is dependent on research grants or funds not in hand at the time of application, the candidate must provide a statement explaining how he/she



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**SUBJECT: FACULTY LEAVES**

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will complete the project without receipt of funds. If the project is for the purpose of completing a terminal degree, the candidate will provide a statement explaining how the leave will advance the candidate toward degree completion.

- c. A current curriculum vitae.
6. **Deadlines.** To receive adequate consideration, the candidate must submit the application to the department chair by the second Monday in October for review. The chair will forward the application by the last Wednesday in October to the Dean of the college for approval. The Dean forwards his recommendation to the Chair of the University Leave, Rank, and Tenure Committee (ULRT) by the second Monday in November of the fiscal year preceding the year for which leave is requested. The ULRT chair forwards the application to the Provost by the second Monday in December, for submission to the President. The President's recommendations are then submitted to the Board of Trustees.
  7. **Application Evaluation.**
    - a. The applicant's department chair will attach a letter to the application, addressing: performance, competence of the applicant, the value of the project to the individual and the department, project feasibility, and instructional and financial needs of the department to replace the applicant for the leave period.
    - b. The applicant's dean will accept or reject the chair's recommendation and will indicate a dean's recommendation. The University's Leave, Rank, and Tenure committee will evaluate all requests for sabbatical leaves and recommend approval or denial to the Provost in a priority order.
    - c. Criteria for evaluating applications will include adequacy of description, goals, timetables; feasibility of the project, ability of individual to complete the project, value of the project, relevance of the project to the teaching field, and recommendations of the chair and dean.



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**Office of Responsibility: Prov**  
**Page 4 of 11**

---

**SUBJECT: FACULTY LEAVES**

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8. Notification. The Provost will submit the recommended candidates to the President for approval. Following action by the Trustees, the Provost will notify the candidates of approval or denial of the application. Unsuccessful applicants may re-apply the next academic year.
9. Other Conditions.
  - a. All leaves with pay will be subject to both the availability of funds and the availability of suitable replacements.
  - b. Assignments of a professor returning from a sabbatical leave will be determined by the department chair and dean. A faculty member on leave will retain the position he/she left insofar as adjustments in staff will permit, but identical positions are not guaranteed.
  - c. A sabbatical leave is a contract between the University and a faculty member. The faculty member commits to satisfactory performance pursuant to the application for leave and the University allows time and resources for the sabbatical project. The department chair and dean will judge performance using the criteria described above (**see 7.c.**). At the conclusion of a sabbatical (and any subsequent approved unpaid leave) faculty members are required to return to the University and serve for a length of time equal to the sabbatical taken. Should a faculty member not perform satisfactorily, or choose to not return to the University, he/she is obligated to repay to the University the amount of compensation (salary and benefits) received while on sabbatical.
  - d. The University may grant a year's leave without pay immediately following a sabbatical leave, or a sabbatical leave immediately following a leave without pay. Such extensions of leaves are subject to the same conditions as those pertaining to the original leave.
  - e. At the conclusion of his/her sabbatical, the faculty member will write a summary report corresponding to the proposal described in paragraph e (2) above. The department chair and dean will evaluate this report and place it in the professor's



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**Page 5 of 11**

---

**SUBJECT: FACULTY LEAVES**

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departmental file for future consultation when he/she applies for subsequent sabbaticals. The dean will send a copy to Provost and to the University Leave, Rank, and Tenure Committee.

**B. Leave of Absence Without Pay**

1. Faculty who desire leave without pay should apply in writing to their department chair (or equivalent). The chair, dean, Provost, and President must each evaluate the application and make recommendation for approval by the Board of Trustees. In considering applications for leave without pay, chairs and deans must take care to protect academic quality and minimize disruption. There is no specific application deadline, but the application must allow sufficient time for making suitable replacement arrangements. For informational purposes, the Provost will notify the University Leave, Rank, and Tenure Committee upon granting such leaves without pay.
2. On returning after the leave, the faculty member will retain the position he/she left insofar as adjustments in staff will permit, but identical positions are not guaranteed. The faculty member must negotiate individually with his/her chair any leave extension. Extensions will not be granted without approval of the respective Dean, the Provost, the President, and the Board of Trustees. If the faculty member does not return to the University for at least one year immediately following the leave and extension, if any, the University, by this policy, will regard the employee as having resigned on the date the leave began.

**C. General Conditions Pertaining to Faculty Leaves**

1. The applicant will receive notice of the action of the Board of Trustees and the President not later than ninety days from the date of application. In the event of disapproval, the applicant will receive from the Provost, in writing, the reasons for disapproval.
2. Requests for leave from small and large units will receive equal consideration.



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**Page 6 of 11**

---

**SUBJECT: FACULTY LEAVES**

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D. Other Leave

University faculty members follow policy regarding other types of employee leave such as military, emergency, and family leave, as well as policy regarding the reporting of leave.

## **Attachment to Southern Utah University Policy 6.15, Leave of Absence Faculty**

### SABBATICAL LEAVE APPLICATION MATERIALS

TO: APPLICANTS FOR SABBATICAL LEAVE

FROM: UNIVERSITY LEAVE, RANK AND TENURE COMMITTEE

The attached application form (**Part A and B**) has been designed in accordance with existing University policy to facilitate the review of your request.

Please complete the top portion of the form, attach appropriate pages, and present the completed application to the Department Chair by the second Monday of October and the forwarded to the Dean of the College/School by the last Wednesday in October, and then forwarded to the University Leave, Rank and Tenure Committee by the second Monday in November

Current University policies establish the following compensation for sabbatical leaves after six or more years of experience:

80% of anticipated regular contract salary for nine (9) months' leave (two semesters)

95% of anticipated regular contract salary for 4.5 months' leave (one semester)

Sabbatical leaves are normally granted only to tenured faculty members. However, for purposes of pursuing advanced degrees or for other reasons approved by the Board of Trustees, sabbatical leaves may be granted to non-tenured faculty members. For the purpose of working on an advanced degree, a faculty member may be granted a sabbatical leave after either four or five years of service. Such a leave would entitle the faculty member to receive compensation at a rate of  $\frac{2}{3}$  or  $\frac{5}{6}$ , respectively, of the percentages listed above.

The University LRT Committee will review the applications received each year, assign each a priority ranking for the year, and recommend compensation according to the above policies. Final approval of leave and determination of compensation will be made by the President of the University and the Board of Trustees.

**Attachment to SUU Policy 6.15, Faculty Leaves**

**[Form Due to Department Chair/Director by Second Monday in October.]**

**PART A: APPLICATION FOR SABBATICAL LEAVE**

Date:

Name of Applicant:

Length of Leave Requested (X)                      One Semester                      Two Semesters

Date leave is to begin:

Executive Summary of Leave Purpose: (100 words or less)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chair/Director: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Approved for \_\_\_\_\_% of regular contract salary for \_\_\_\_\_ academic year with priority ranking.

Signature of Chair – University Leave, Rank, and Tenure Committee:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Provost : \_\_\_\_\_

Date: \_\_\_\_\_

***APPROVAL***

President : \_\_\_\_\_

Date: \_\_\_\_\_

Chair, Board of Trustees: \_\_\_\_\_

Date: \_\_\_\_\_ \

## **PART B: PURPOSE OF SABBATICAL LEAVE**

Name:

Date:

### Instructions

Please provide a detailed description in four pages or less of the activities you wish to pursue during your sabbatical leave. Include details about the professional development benefits you expect to accrue from the leave. As per Policy 6.15:

*Contingent on funding, qualified faculty in good standing may receive a sabbatical leave to provide time and resources to revitalize themselves through scholarship, writing, or professional/artistic development. Faculty may also use a sabbatical leave for completing a terminal degree.*

*Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, **feasibility**, a time-line and calendar of activities and a statement of anticipated outcomes. The statement of leave plans should not exceed four typed pages. If the project is dependent on research grants or funds not in hand at the time of application, the candidate must provide a statement explaining how he/she will complete the project without receipt of funds. If the project is for the purpose of completing a terminal degree, the candidate will provide a statement explaining how the leave will advance the candidate toward degree completion*

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**APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY**

Date:

Name of Applicant:

Total Years of Service at SUU:

Date of Last Leave:

Length of Leave Requested: One Semester \_\_\_\_ Two Semesters\_\_\_\_  
or Other (specify)\_\_\_\_\_

Date Leave is to Begin:

Purpose of Leave:

**SIGNATURE:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_