

UNIVERSITY OF COLORADO HEALTH SCIENCES CENTER
CHANCELLOR'S FACULTY ADVISORY COMMITTEE
SABBATICAL ASSIGNMENT
Approval and Monitoring Policy

1. INTRODUCTION

This campus policy is developed to comply with the Laws of the Regents of the University of Colorado (2/24/68, amended 3/24/88, 10/26/90, 5/6/93, 8/7/97, 10/16/97, 02/19/98, 03/19/98, 08/03/00 and revised 10/10/02), University of Colorado Administrative Policy (Source: Regent Action 2/24/68; amended 3/17/88, 1/20/94 and 10/20/94) and the University of Colorado Health Sciences Center. Health Sciences Center specialty track faculty are also eligible for sabbatical leave as referenced in the faculty handbook (Part II) under the Rights and Benefits section.

Sabbatical Assignment: A tenured faculty member shall become eligible for a sabbatical assignment after six years of full-time service to the University. In the case of the Health Sciences Center, tenure-eligible faculty and specialty track members who have attained the ranks of associate professor or professor are also eligible for sabbatical assignment after six years of full-time service to the University. A sabbatical assignment, which must be approved by the Board of Regents, is considered to be an important academic scholarship and professional development tool, granted for the advancement of the University, subject to the availability of resources. A sabbatical assignment shall not be granted more often than once every seven years. All sabbatical assignments must comply with the Laws of the Regents and the Faculty Handbook.

2. A faculty member eligible for sabbatical assignment may request the sabbatical of their department chair/dean. The sabbatical request typically is made one year prior to the planned sabbatical. After taking a sabbatical, to be eligible for a subsequent sabbatical a faculty member must serve full time for six more years before applying. Additionally, faculty members must demonstrate they substantially met the academic goals stated in their previous sabbatical. The faculty member requesting a sabbatical assignment must develop a plan for the sabbatical. A Sabbatical Assignment Application form is to be submitted with the sabbatical plan. **Please note: any revision or modification of the Sabbatical Assignment Application renders the request null and void.** The sabbatical plan must include the following information:
- Dates of sabbatical.
 - Plan for coverage of current academic responsibilities and replacement teaching expenses.
 - Plan for coverage of all other current responsibilities. If any responsibilities are retained while on leave, these must be documented and agreed to with supervisor and others as appropriate. Such activities could be administrative responsibilities, research grants and/or clinical service.
 - Remuneration plan for sabbatical to include sources of funds, identification of expenses to be reimbursed and manner in which reimbursement is to occur.

- Statement of available external funding sources and attempts to obtain such funding.
- Chairperson's approval of sabbatical assignment.
- Description of sabbatical – provide a clear work plan which includes contribution to professional growth and expertise, demonstrates contribution to academic objectives and congruence with academic and/or pedagogical goals of department, contribution to educational experiences of students and contribution to enhancing University reputation. It must be clear that the scope of the sabbatical assignment matches the time available.

This plan must be submitted to the appropriate dean's office. The dean approves or disapproves the sabbatical plan and maintains all documentation related to the sabbatical in the individuals' personnel files. If it is not possible to grant sabbaticals to all eligible faculty, the department chair / dean determines who will be granted sabbatical. The dean's decision may be appealed to the chancellor. Those plans approved by the dean are submitted to the Chancellor for approval. Sabbatical plans must be SENT to the Chancellor's Office a minimum of 1 ½ months prior to the commencement of the sabbatical. There will be no retroactive approvals of sabbaticals.

The Chancellor's Faculty Advisory Committee (CFAC) reviews the requests and makes a recommendation on the plan to the Chancellor. All CFAC members review each sabbatical plan and approve, disapprove and/or comment by email. A quorum of the CFAC must approve the plan.

Any member can request the CFAC chair convene the committee if they wish to discuss a sabbatical plan. The chair will determine whether or not to convene the committee or to handle the matter directly with the CFAC member.

Each sabbatical will be reviewed on its own merit taking into account clinical and other responsibilities of the faculty member.

Sabbatical assignments away from campus are encouraged. On-site sabbaticals will be supported. If an on-site sabbatical is requested, clear delineation of time and responsibilities must be included in the plan.

Upon concurrence of the chancellor, the sabbatical request will be forwarded to the Vice President for Academic Affairs for submission to the Board of Regents for final approval. If a plan is not approved, it is returned to the school with an explanation as to element/s the plan lacked.

If a faculty member on sabbatical finds it necessary or desirable to alter substantially the work plan or academic objectives of the sabbatical project, the faculty members must inform the department chair / dean in writing as soon as possible of the reasons for the proposed change and secure the department chair / dean's written approval of the revision.

3. REPORTING

Following a sabbatical assignment, a faculty member is required to file a Summary Report on the actual use of the sabbatical assignment. The Summary Report is due in the appropriate dean's office four months following the faculty member's return to campus. The Summary Report includes the following information and is maintained as a permanent open record in the individual's personnel file. No proprietary information reflecting intellectual properties should be included.

- Dates of sabbatical assignment
- A record of institutional expenses in support of sabbatical
- A report on sabbatical activities and accomplishments
- A substantive report of how the sabbatical contributed to the faculty member's work and accomplishments.

A division, department or school may require additional information from the faculty member requesting a sabbatical assignment or reporting on a sabbatical.

Each dean's office is responsible for assuring that sabbatical assignments comply with the Health Sciences Center policy, the Laws of the Regents and the Faculty Handbook and for maintaining copies of sabbatical plans and reports. Each dean's office shall maintain a record of all sabbatical requests, approved, denied, and Summary Reports, for the fiscal year. This record is to be forwarded to the chancellor by June 30 annually.

The chancellor will forward a campus summary report on sabbatical requests, approved and denied, to the Board of Regents annually.