

University of Colorado Denver  
Application for Sabbatical Leave<sup>1</sup>

\_\_\_\_\_  
Name & Rank of Applicant

\_\_\_\_\_  
School/College/Department

\_\_\_\_\_  
Date of Last Sabbatical

\_\_\_\_\_  
Dates of Requested Sabbatical

Checklist:

- \_\_\_\_\_ sabbatical plan attached
- \_\_\_\_\_ funding information included
- \_\_\_\_\_ vita attached
- \_\_\_\_\_ previous sabbatical report attached  
(if applicable)
- \_\_\_\_\_ signatures included

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The following excerpt is taken from University of Colorado Sabbatical Policy 5.A, as approved by the Board of Regents on November 3, 2005. The complete policy can be found at: <https://www.cu.edu/regents/Policies/Policy5A.htm>

*A sabbatical is a privilege granted by the University for the advancement of the University, subject to the availability of resources. A sabbatical assignment is an important tool in developing academic scholarship and is a time for concentrated professional development. The faculty member shall use the sabbatical assignment in a manner that will enhance her/his scholarly and/or teaching competence and potential for service to the University, and advance departmental program goals.*

The following excerpts are taken from the University of Colorado Administrative Policy Statement, *Approval of Sabbatical Assignments* (July 20, 1012), which provides procedures for implementing Regent Law 5.B.3.C and Regent Policy 5.A. The url for the APS is: <https://www.cu.edu/policies/aps/academic/1024.pdf>

**II.B** *After six years of service to the university on full-time appointment, a tenured member of the faculty shall become eligible for a sabbatical assignment. In the case of the Anschutz Medical Campus faculty, tenure-eligible and specialty-track faculty members who have attained the rank of associate or full professor are also eligible for sabbatical assignments after six years of full-time service to the university.*

**II.C** *A tenured faculty member on an appointment of 50-99% is also eligible for a sabbatical after six years of service, but at a proportional rate of pay (based on the average percentage of FTE appointment over the last six years). In the School of Medicine, faculty members on less than 100% appointments have the interval between sabbaticals adjusted, rather than the salary.*

**III.A** *... In order to be eligible for a subsequent sabbatical, a faculty member must file a report on sabbatical activity, . . . must demonstrate that he/she has substantially met the academic goals stated in the previous sabbatical plan (if any), and must serve the university for six more years.*

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<sup>1</sup> For 9-month faculty on the downtown campus, completed, signed sabbatical applications for the following academic year are due in the Provost's Office by March 15. Individual schools and colleges set their own internal deadlines; check with your dean's office. For faculty members on the Anschutz campus, deadlines for sabbatical applications are determined by each school; check with your dean's office.

**III.E** *Sabbatical Reports.* By no later than the end of the first semester after returning to regular duties, the faculty member must file a substantive report with the dean describing her/his work and overall accomplishments during the sabbatical. The dean will evaluate the report for conformity with the sabbatical plan. . .

**III.G** *Sabbatical Salary Support.* Remuneration (from university resources such as state funding, University administered grants or contracts, or any other university managed sources) for the sabbatical assignment will be as follows: for full-time faculty on nine-month appointments, either full salary for one semester or half salary for two semesters; for full-time faculty on 12-month appointments, either full salary for a period up to six months or half salary for sabbaticals from 6 to 12 months. . . For nine-month faculty members on 50-99% appointments, remuneration shall be pro-rated. . .

**III.H** *External Funding.* It is expected that faculty members applying for sabbatical assignments will also apply for external funding (such as fellowships, grants, or clinical work) to the extent that it is available. . .

**III.J** *Return from Sabbatical.* In accepting a sabbatical assignment, the faculty member shall agree to return to the university upon completion of the sabbatical and work for the university for at least one year thereafter. In case the faculty member is responsible for terminating his/her connection with the university by either not returning from sabbatical or terminating his/her employment within the period of one year after the end of the sabbatical, the individual shall refund the university the amount of the university sabbatical salary support on a pro-rated basis, except in circumstances, such as permanent disability or death, wherein neither the individual nor the heirs shall be obligated to refund any part of the amount paid while the faculty member was on sabbatical. Exceptions, such as for individual retirement agreements, must be approved by the dean and the chancellor or chancellor's designee.

**I have reviewed the Regents' laws and policies with regard to sabbatical leaves. In submitting this application, I agree to abide by these laws and policies. I understand and accept that any revision or modification to this Application for Sabbatical Leave form renders the request null and void.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### **Sabbatical Plan<sup>2</sup>**

Eligible faculty members seeking approval for a sabbatical must submit a plan for utilizing the sabbatical. The plan must contain the following elements.

- (1) Provide a title for the Sabbatical Plan.
- (2) Describe the project's academic objectives, including its contributions to your professional growth and expertise.
- (3) Provide a clear work plan, including all anticipated professional activities. (The plan should clearly define how the assignment activities are distinguishable from normal faculty workload expectations.)
- (4) Demonstrate the benefit of the proposal's objectives to the academic, clinical, research, and/or pedagogical goals of the department.
- (5) Specify the proposal's contributions to enhancing the University's reputation.
- (6) Describe the proposal's contributions to the educational experience of the students (if applicable).
- (7) Describe how your University duties will be performed while you are on sabbatical. (How will your teaching, service, and clinical duties be covered?)

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<sup>2</sup> If a faculty member on sabbatical assignment finds it necessary or desirable to alter substantially the work plan or academic objectives of the sabbatical project, he/she must inform the department chair or dean (as determined by college/school policy) in writing as soon as possible of the reasons for the proposed change and secure the department chair's or dean's written approval for the revised plan. Any change in the time frame of the sabbatical must be sent to the dean and chief academic officer for approval.

**Funding Arrangements<sup>3</sup>**

(1) This sabbatical request is for a:

- Full-academic-year sabbatical at half salary (for 9-month faculty members)
- Full-calendar-year sabbatical at half salary (for 12-month faculty members)
- One-semester sabbatical at full salary (for 9-month faculty members)
- Six-month sabbatical at full salary (for 12-month faculty members)
- Other (please explain in 4 below)

(2) Outline the source of funds for this sabbatical assignment (i.e., general/state funds; contracts/grants; UPI; etc.) (explain in 4 below)

(3) Did you seek funding from outside the University to fund this sabbatical assignment?

Yes (explain in 4 below)

No (explain in 4 below)

(4) Are there other costs associated with this sabbatical assignment? If "yes," please detail the costs and how they will be supported below.

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<sup>3</sup> Salary paid during sabbatical assignments shall not include administrative stipends.

## Vita

**Attach a current copy of your vita to this request.**

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### **Sabbatical Report Requirement**

In submitting the above sabbatical assignment plan, it is understood that by the end of the first semester after returning to work (or within four months of the completion of the sabbatical assignment, for 12-month faculty members), the faculty member is required to file a written substantive report with the dean. This report will include:

1. The dates of the sabbatical leave.
  2. A list of the academic and professional goals for the sabbatical. For each one, a description of how the goals were met.
  3. A summary of sabbatical activities and accomplishments.
  4. An explanation of failure to complete aspects of the sabbatical plan, if applicable.
  5. A summary of the academic benefits to you, your department, school/college, University, students, etc.
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### **Previous Sabbatical Report**

**If you have taken a sabbatical previously, attach a copy of your most recent Sabbatical Report to this request.**

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**Signatures<sup>4</sup>**

I request the sabbatical described in this application:

\_\_\_\_\_  
Applicant's Signature                      Date

Approvals:

\_\_\_\_\_  
Department Chair or Unit Head                      Date  
(Or chair of department committee, if applicable)

\_\_\_\_\_  
Dean    Date

\_\_\_\_\_  
Chief Academic Officer                      Date  
(Chancellor or his/her designee)

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<sup>4</sup> Note: All sabbaticals are subject to approval by the department chair (or other unit head if the school/college does not have departments), the dean, the campus chief academic officer, and (with the concurrence of the President), the Board of Regents.