Northern Arizona University	Office of the Provost	**Sabbatical Application Process**	06.12.2017

TITLE: Sabbatical Application Process

ABSTRACT:
This document describes the timeline and checklists for processing of sabbatical requests. For information on the sabbatical leave policy, refer to the Conditions of Faculty Service, Section 1.7.1.

STATUS OF THIS DOCUMENT:

- Updates to table 1-1 Sabbatical Review Dates

ADDITIONAL COPIES AND ON-LINE ACCESS:

On-line copies are available from the following web site:
http://nau.edu/Provost/Sabbatical-Information/

1.1 Timeline and Checklists for Processing of Sabbatical Requests

The timeline and checklists for the processing of sabbatical requests is described in the following three tables of this section:

- Table 1-1: Sabbatical Review Dates
- Table 1-2: Documentation Checklist for Faculty
- Table 1-3: Documentation Checklist for Administrators

IMPORTANT: Faculty must have completed six years or more of full time appointment before they are eligible for a sabbatical. Faculty may be in their sixth year of appointment when applying for the sabbatical. Employment and service records must be verified and approved at the unit level as described in item one of the checklists in Table 1-2 and Table 1-3. In addition, there are implications for disability benefits when one's salary is reduced for a full-year sabbatical, and it is important to consider these in making the decision to apply for sabbatical. For additional information regarding leaves of absence, refer to the Human Resources Policy http://hr.nau.edu/ext/policy_manual/leaves.

Table 1-1. Sabbatical Review Dates as Posted on the Personnel Action Calendar (http://nau.edu/Provost/Reviews-Tenure/)

SABBATICAL REQUESTS	
Due on or before the following dates:	
1. Due on April 1 of any given year (if this date falls on a weekend, the application is due on Monday).	Faculty submit pre-application request to Chair /Director/Dean for review. The chair confirms eligibility.
2. August 21, 2017 – September 1, 2017	Faculty member submits file via FAAR for format and completion check in consultation with chair/director/dean
3. September 5, 2017 – September 29, 2017	Faculty Status Committee (FSC) reviews and completes recommendation in FAAR
4. September 5, 2017 – September 29, 2017	Chair reviews and completes recommendation in FAAR.
5. October 1, 2017 – October 13, 2017	Dean reviews and completes recommendation in FAAR
6. October 15, 2017 – November 17, 2017	Provost reviews and makes decision, recording result in FAAR.

Table 1-2: Documentation Checklist for Faculty

The following material must be submitted to the Provost via the FAAR system:

☐	1. Verification of full-time continuous appointment	Faculty members are responsible for communicating with their chair/dean/director regarding their eligibility for a sabbatical. Faculty members must not send forward preapplication requests unless they are eligible as prescribed by ABOR policy 6-207, which says "…leaves will be granted only to faculty members who have served on full-time continuous appointment (either fiscal or academic) at the university for a period of not less than six years."
☐	2. Preapplication Request	Preapplication Request (by April 1 of previous AY) A memo containing a brief paragraph explaining the proposed project, location, and timeframe due to Chair/Director/Dean.
☐	3. Detailed Plan, Goals and Timetable	Explain in detail the nature of the sabbatical project. Provide sufficient detail for readers to judge the nature and quality of the sabbatical project. Estimate potential contributions to knowledge in the discipline or area, and its value to ongoing development as a university faculty member? Analyze personal and professional goals for the next five years. How do you view developments in your discipline and how do you propose to continue your professional contributions?
☐	4. Current Curriculum Vita	Submit a current copy of curriculum vita with file.
☐	5. List of Courses Taught for the last two years	A list of courses taught for the previous year and those courses scheduled for the current year.
☐	6. Time Table and	Provide an outline of the plan for the leave in the form of a timeline. Note

	Documentation of Advance Arrangements	major activities such as trips, attendance at meetings, courses to be taken, library visits, etc. and indicate where you will be during the timeline. State clearly where you plan to reside and work during the entire period of your sabbatical. If you will remain on campus for extended periods of time, what arrangements will be made to ensure that you free yourself from the university (e.g., home office, library hours)? If proposed leave is not for an entire year, please provide a rationale that justifies the shorter leave in relationship to the proposal. If you have received grant funding or if proposals have been submitted to help fund the leave, please describe.
☐	7. Copy of Sabbatical Report	A copy of the report from the last sabbatical (if applicable) from Northern Arizona University. During the semester following completion of the sabbatical leave, the faculty member must file a written report (using the template from the Provost's office (http://nau.edu/Provost/Sabbatical-Information/) and document that the purposes of the sabbatical leave were met) with the Provost, with copies to the Chair and Dean; and present a seminar or lecture on the results of the leave. (ref. COFS, 1.7.1).

Table 1-3: Checklist for Academic Unit Administrator (Chair/Director/Dean)

☐	1. Verification of full-time continuous employment	Faculty members are responsible for communicating with their chair/dean/director regarding their eligibility for a sabbatical. Faculty members must not send forward preapplication requests unless they are eligible as prescribed by ABOR policy 6-207, which says "…leaves will be granted only to faculty members who have served on full-time continuous appointment (either fiscal or academic) at the university for a period of not less than six years."
☐	2. Letters of invitation and/or evaluation of proposal	Prior to FSC review of sabbatical requests, Chairs/Directors are responsible for procuring letters of invitation and/or evaluation where appropriate, to the proposed Sabbatical year project (e.g., visiting appointment at another institution, or have external funding, etc.).
☐	3. Chair's letter on schedule/ coverage	Chairs/Directors must indicate how many sabbaticals the unit can absorb during the coming year and what priority ranking is assigned to this proposal. Each sabbatical request also requires a statement indicating specific plans for how the integrity of the teaching, advisement, graduate research direction, research, and administration of the program will be maintained during the faculty member's absence.
☐	4. Memo of review by departmental FSC	The FSC must evaluate sabbatical requests for merit according to the criteria noted in Section 1.1

☐	5. Recommendation	The academic unit administrator must make a recommendation and include information on how many sabbaticals the unit can absorb during the coming year.
☐	6. Previous Sabbatical Report (if applicable)	A copy of the report from the last sabbatical (if applicable) from Northern Arizona University

1.2 Faculty Review Decision Records

The recommendations resulting from faculty review processes (Annual Review, Promotion, Tenure, Probationary Review, and Sabbatical) are indicated in the appropriate portions of the evaluations in FAAR. It is crucial that the proper approvals be indicated by selecting these in FAAR.

1.2.1 Changing a Sabbatical

To request a change to a previously approved sabbatical:

1. The faculty member must submit a written request to the department chair/director stating the reasons for the request to include a revised proposal/timeline.
2. The department chair submits a request to the dean and the dean makes a request to the Provost, to include copies of the revised proposal/timeline.
3. The Provost/designee approves the sabbatical change and communicates this approval to the faculty member, the dean, chair/director and the budget office. The evaluation/approval is entered into FAAR.