

Office of the Provost

Northern Arizona University	Office of the Provost	Sabbatical Application Process	5.31.23
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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 CRITERIA: Faculty must have completed six years or more of full-time appointment at NAU before they are eligible for a first sabbatical. Faculty may be in their sixth year of appointment when applying for the sabbatical. After the first sabbatical, independent of rank, the faculty member is eligible to apply for another sabbatical according to the posted schedule:

<https://in.nau.edu/wp-content/uploads/sites/144/2019/09/Schedule17-ek.pdf>

Employment and service records must be verified and approved at the unit level as described in 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 this 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.

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

SABBATICAL REQUESTS	
<i>Due on or before the following dates:</i>	
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 28 – Sept. 5 2023	Faculty member submits file via FAAR for format and completion check in consultation with chair/director/dean
3. September 6 – 19, 2023	Faculty Status Committee (FSC) reviews and completes recommendation in FAAR
4. September 20 – Oct. 3, 2023	Chair reviews and completes recommendation in FAAR.
5. October 4 – Nov. 24, 2023	Dean reviews and completes recommendation in FAAR
6. Nov. 25 – Nov. 28, 2023	Provost reviews and makes decision, recording result in FAAR.

Table 1-2: Documentation Checklist for Faculty

The following material must be submitted:

<input type="checkbox"/>	1. Verification of full-time continuous appointment	Faculty members are responsible for communicating with their chair/director (or dean, in colleges without chairs) regarding their eligibility for a sabbatical. Faculty members must not send forward 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."
<input type="checkbox"/>	2. Preapplication Request	Preapplication request. A memo containing a brief paragraph explaining the proposed project, location, and timeframe sent to chair/director/dean by April 1 of the previous AY and then submitted (as a copy of that memo) in FAAR as part of the application materials.
<input type="checkbox"/>	3. Detailed Plan and Goals	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 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? Submit in FAAR.

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<input type="checkbox"/>	<p>4. List of Courses Taught</p>	<p>List of courses taught for the last two years. Submit in FAAR.</p>
<input type="checkbox"/>	<p>5. Timeline and Documentation of Advance Arrangements</p>	<p>Provide an outline of the plan for the sabbatical leave in the form of a timeline. Note 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.</p> <p>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)?</p> <p>If proposed sabbatical leave is not for an entire year, please provide a rationale that justifies the shorter leave in relationship to the proposal.</p> <p>If you have received grant funding or if proposals have been submitted to help fund the leave, please describe/document.</p>
<input type="checkbox"/>	<p>6. Copy of previous Sabbatical Report</p>	<p>A copy of the report from previous sabbatical from Northern Arizona University, if applicable. Submit in FAAR.</p> <p>During the semester following completion of a sabbatical leave, the faculty member must file a written report (using the template http://nau.edu/Provost/Sabbatical-Information/) to document that the purposes of the sabbatical leave were met. The report must be submitted to the chair and dean. In addition to the report, the faculty must present a seminar or lecture on the results of the leave (ref. COFS, 1.7.1).</p>

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

<input type="checkbox"/>	<p>1. Verification of full-time continuous employment</p>	<p>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."</p>
<input type="checkbox"/>	<p>2. Letters of invitation and/or evaluation of proposal</p>	<p>Prior to FSC review of sabbatical requests, chairs/directors/deans are responsible for making sure that letters of invitation and/or evaluation have been included in the sabbatical application materials, where appropriate (e.g., visiting appointment at another institution, external funding).</p>
<input type="checkbox"/>	<p>3. Chair's letter addressing coverage</p>	<p>Chairs/Directors must indicate how many sabbaticals their academic unit can absorb during the coming year and what priority ranking is assigned to each proposal. Each chair/director recommendation of a sabbatical request also needs to include a statement indicating the specific plans for how the integrity of the teaching, advisement, graduate research direction (if applicable), and administration of a program will be maintained during the faculty member's absence.</p>
<input type="checkbox"/>	<p>4. Memo of review by departmental FSC</p>	<p>The FSC must evaluate sabbatical requests for merit according to the criteria listed in COFS 1.7.1.5 (p. 40).</p>
<input type="checkbox"/>	<p>5. Dean's recommendation</p>	<p>The dean must make a recommendation and include information on how many sabbaticals the unit and college can absorb during the coming year.</p>

1.2 Faculty Sabbatical Reports

Faculty must submit a written report of their sabbatical within the FAAR system as part of the Annual Review process for that year. It is the responsibility of the chair/director (or dean, if applicable) to ensure that a review of the outcomes of the sabbatical project, as documented in the sabbatical report, is included in the Annual Review process and reflected in the Annual Review rating.

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1.3 Faculty Review Decision Records

All 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.

1.3.1 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 (or dean, in colleges without chairs) stating the reasons for the request and include a revised proposal/timeline.
2. The department chair/director 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 by the Provost's Office.