

Process Guide for Sabbatical Leave

(continuing-appointment academic professionals)

Academic Affairs Manual (ACD) policies governing sabbatical leave: [ACD705](#)

For all stages, do not lock documents. Do not use Adobe Sign, Adobe Certificate, DocuSign, or cursive fonts to sign forms or letters. JPEG of an original signature is accepted.

Candidate Responsibilities

Step 1. Request form. Candidate checks with unit chair/director/library administrator (hereafter referred to as “unit administrator”) to determine the unit’s submission deadlines for application materials. Completes [Application for Sabbatical Leave](#) and submits electronic copies (PDF) of the application along with required materials as indicated on the application form.

Unit Responsibilities

Step 2. Eligibility. Unit staff verifies the eligibility of the applicant, and for candidates who have previously taken sabbaticals, confirms that their sabbatical reports are on file. This information is provided to the unit personnel committee.

Step 3. Unit committee. If required by unit/college procedures, unit personnel committee conducts evaluation of sabbatical proposals according to unit/college/ASU Library procedures/bylaws and ASU policies. Note that during the final year, approval of sabbatical leave will be contingent upon the applicant receiving continuing status. The committee provides recommendations to the unit administrator.

Step 4. Committee letter. Signed unit committee letter is added to the electronic case file (if required by unit/college procedures).

Step 5. Unit administrator. The unit administrator evaluates the application and makes a written recommendation as to whether the proposal is worthwhile and if there is a high probability that the candidate will successfully complete the proposed project. The unit administrator’s letter should also address how the integrity of candidate’s position responsibilities within the unit will be maintained during the applicant’s absence.

Step 6. Unit administrator letter. Signed unit-administrator letter is added to the electronic case file. Unit updates sabbatical application form with all appropriate signatures and adds the form to the electronic case file.

Step 7. Application update. Unit updates *Application for Sabbatical Leave* with the unit administrator’s signature and adds the form to the electronic case file.

Step 8. Submission to the college. By the deadline established by the supervising college/ASU Library, the unit submits electronic PDF portfolio of each case to college/ASU Library personnel committee for review and recommendation. All sections below are PDFs (no other formats or folders) that are combined into a PDF Portfolio.

a. The PDF portfolio shall include sections titled and ordered as follows:

1_Sabbatical Application

2_Curriculum Vitae

3_Proposed Sabbatical Project

Process Guide for Sabbatical Leave

(continuing-appointment academic professionals)

4_Evaluation Letter(s) (if required by unit/college procedures)

5_Resource Support Letter(s) (if required by unit/college procedures)

6_Unit Administrator Letter

7_Unit Personnel Committee Letter (if required by unit/college procedures)

- b. PDF portfolio should be saved and titled using the following naming convention: College–Unit–LastNameFirstName–ActionAcademicYear (e.g., LAW-LAWLIBRARY- SmithJane-Sabbatical2012-13)
- c. If possible, unit should reduce PDF before submitting to the college/ASU Library.
- d. PDF portfolio should be uploaded to a secure site by the college/ASU Library as directed.

College/ASU Library Responsibilities

- Step 9. Eligibility.** College/ASU Library staff confirms the eligibility of applicants, and for candidates who have previously taken sabbatical leaves, confirms that their sabbatical reports are on file. This information is provided to the college/ASU Library personnel committee.
- Step 10. College/ASU Library committee.** College/ASU Library personnel committee conducts evaluation of sabbatical proposals according to college procedures/bylaws and ASU policy. Note that during the final probationary year, approval of sabbatical leave will be contingent upon the applicant receiving continuing status. The committee writes a recommendation letter, which is addressed to the dean/university librarian.
- Step 11. College/ASU Library committee letter.** The signed letter is added to the electronic case file.
- Step 12. Dean/university librarian.** The dean/university librarian evaluates the application as to whether the proposal is worthwhile and if there is a high probability that the candidate will successfully complete the proposed project. Dean/university librarian may write a decision letter.
- Step 13. Dean/university librarian letter (optional).** College updates sabbatical application with the signed dean/university librarian's decision letter.
- Step 14. Application update.** College/ASU Library updates the *Application for Sabbatical Leave* with the dean's/university librarian's signature and adds the form to the electronic case file.
- Step 15. Notification.** Applicants will be notified of the dean/university librarian's action by the date established by the university. Each year, the posted notification date is December 15. If December 15 falls on a weekend, then the college should make the notifications by the soonest following weekday.
- Step 16. Submission to the provost office.** By the deadline established by the university, the college/ASU Library staff fills out the current provost's office sabbatical spreadsheet. The spreadsheet is submitted to the provost office by the date established by the university.* Each year, the posted notification date is January 15. If January 15 falls on a weekend, then the college should submit the spreadsheet by the soonest following weekday.

*Contact the provost's office for the current year's sabbatical spreadsheet; please do not use a previous year's spreadsheet.

Process Guide for Sabbatical Leave

(continuing-appointment academic professionals)

See the addendum section below for instructions regarding late sabbatical requests.

Candidate Responsibilities

Step 17. No later than the end of the first semester after completing the sabbatical leave, the individual must submit a concise final report to the college dean/university librarian and the unit administrator addressing accomplishment of the purposes stated in the application for sabbatical leave. The [Report on Sabbatical Leave form](#) can be found on the provost's office website.

College Responsibilities

Step 18. Acknowledgement. After receiving the report, the dean/university librarian will send a sabbatical acknowledgement to the academic professional. Acknowledgements are usually in the form of letters or memos which confirm the timing of the sabbatical and thank the academic professional for the report. The acknowledgement should be done in time to send a copy to the provost's office by the deadline. The college should make sure that reminders are sent to academic professionals whose reports are missing, as the reports are required by policy.

Step 19. Submission to the provost office. By the deadline established by the university and in accordance with ACD policy, the college/ASU Library sends copies of the reports and acknowledgments to the provost's office. Each individual's submission should be one PDF document with at least two pages. The first page will be the dean's/university librarian's acknowledgement, followed by the report. Please do not submit as PDF portfolios. For each PDF document, use the following naming convention: "COLLEGE – UNIT – LastName, FirstName – SabbaticalReport – SemesterYYYY." Examples:

LAW-LAWLIBRARY – Beaverhausen, Anastasia – SabbaticalReport – Fall2016

LAW-LAWLIBRARY – Beaverhausen, Anastasia – SabbaticalReport – Spring2015

LAW-LAWLIBRARY – Beaverhausen, Anastasia – SabbaticalReport – AY2015-16

LAW-LAWLIBRARY – Beaverhausen, Anastasia – SabbaticalReport – FY2015-16

LAW-LAWLIBRARY – Beaverhausen, Anastasia – SabbaticalReport – JulyToDec2016

LAW-LAWLIBRARY – Beaverhausen, Anastasia – SabbaticalReport – JanToJune2016

Sabbatical Report Due Dates (college due dates are suggested)

Sabbatical Term	Due to the College	Due to the Provost's Office
Fall semester	The following May 15	The following June 15
Spring semester	The following December 15	The following January 15
Academic year or fiscal year (2 semesters)	The following December 15	The following January 15
July to December (half fiscal year)	The following May 15	The following June 15
January to June (half fiscal year)	The following December 15	The following January 15

Process Guide for Sabbatical Leave

(continuing-appointment academic professionals)

If June 15 or January 15 fall on a weekend, then the reports are due to the provost's office the soonest following weekday.



ADDENDUM

- **Timely notification.** If an applicant for a sabbatical leave withdraws the application or changes the period of leave after approval, the unit administrator must be notified immediately and in sufficient time to make necessary adjustments to maintain the quality of teaching and/or other programs in the unit. The dean/university librarian as well as the provost of the university must also be notified of any changes.
- **Project changes.** If circumstances require that a substantial change be made in the sabbatical project after it has been approved or after the leave has begun, the applicant must obtain approval for the change from his or her unit administrator and supervising dean/university librarian. Failure to receive approval before making the change may result in a requirement that the individual refund part or all of the salary received during the sabbatical leave.
- **Late sabbatical requests.** Sabbatical requests which miss the original deadline require the approval of the vice provost for academic personnel. Submit the two-page sabbatical request form in PDF format to the provost's office (please attach no other documents). If approved, the form will be returned with the signature of the vice provost for academic personnel.
- **Sabbatical requests which require approval at the university level.** In rare cases which require approval by the vice provost for academic personnel, please follow the instructions above for late sabbatical requests with the addition of the dean's justification. The dean's justification should be typed on the second page of the two-page sabbatical request form. Again, please attach no other pages or documents.
- **Changes to approved sabbaticals.** If the dean approves a sabbatical term change (from fall to spring, for example), for a sabbatical which had already been approved, let the provost's office know, and submit a revised sabbatical spreadsheet with the changed line highlighted. To update/edit a sabbatical spreadsheet:
 - Highlight the rows you have just changed
 - Un-highlight the rows from a previous edit
 - Send an email to the point person for sabbaticals letting them know about the changes
 - Put a line through those whose sabbaticals were denied
 - If a sabbatical is deferred to a future academic year, don't remove the line from the spreadsheet; instead, put a line through that sabbatical, and make a note