

Process Guide for Sabbatical Leave

(continuing appointment academic professionals)

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

Candidate Responsibilities

Step 1. 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.** Unit personnel committee verifies the eligibility of the applicant:
- Academic professionals who have achieved continuing status and completed six years of full-time continuous service at ASU.
 - Administrators with academic professional rank who have completed six years of full-time service at ASU.
 - During the final probationary year, approval of sabbatical leave will be contingent upon the applicant receiving continuing status.
 - For candidates who have previously taken sabbatical leaves, the committee confirms that their sabbatical reports are on file.
- Step 3.** Unit personnel committee conducts evaluation of sabbatical proposals according to unit/college/University Libraries procedures/bylaws.
- Step 4.** 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 5.** 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 6.** By the deadline established by the supervising college/University Libraries, the unit submits electronic PDF portfolio of each case to college/university libraries personnel committee for review and recommendation. All sections below are PDFs (no other formats or folders) that are combined into a PDF Portfolio.
- The PDF portfolio shall include sections titled and ordered as follows:
 - 1_Sabbatical Application**
 - 2_Curriculum Vitae**
 - 3_Proposed Sabbatical Project**
 - 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)
 - PDF portfolio should be saved and titled using the following naming convention:

Process Guide for Sabbatical Leave

(continuing appointment academic professionals)

College–Unit–LastNameFirstName – ActionAcademicYear

(e.g CLAS-PSY-SmithJane-Sabbatical2012-13)

- c. If possible, unit should reduce PDF before submitting to the college/university libraries.
 - d. PDF portfolio should be uploaded to a secure site by the college as directed.
 - e. No hard copy file is required.
-

College Responsibilities

- Step 7.** College/University Libraries personnel committee conducts evaluation of sabbatical proposals according to college/University Libraries procedures and bylaws. The committee provides recommendations to the dean/university librarian.
 - Step 8.** 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.
 - Step 9.** College updates sabbatical application with dean/university librarian's decision and signature.
 - Step 10.** 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 11.** By the deadline established by the university, the college/University Libraries submits a list of the applicants for sabbatical leave to the provost of the university. This list will include each applicant's department, indication of dean/university librarian's approval or denial of the application, the period of the sabbatical leave (fall semester, spring semester, academic year, fiscal year, or half fiscal year), and the due date of the sabbatical report. Any new requests for sabbatical leave added to the list after the submission must receive approval from the provost of the university.
-

Candidate Responsibilities

- Step 12.** 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. Forms for the final report should be available from the dean/university librarian's office; the forms can be found on the provost office website.
-

College Responsibilities

- Step 13.** 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

Process Guide for Sabbatical Leave

(continuing appointment academic professionals)

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 14. By the deadline established by the university and in accordance with ACD policy, the college/University Libraries 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:

CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – Fall2016
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – Spring2015
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – AY2015-16
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – FY2015-16
CLAS – SHPRS – Beaverhausen, Anastasia – SabbaticalReport – JulyToDec2016
CLAS – SHPRS – 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

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

IMPORTANT REMINDERS

- 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.
- 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.