

Process Guide for Sabbatical Leave

(tenured faculty)

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

Candidate Responsibilities

Step 1. Candidate checks with unit chair/director 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:

- Faculty members who have achieved tenure and completed six years of full-time continuous service at the rank of assistant professor or higher at ASU.
- Administrators with faculty 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 tenure.
- For candidates who have previously taken sabbaticals leaves, the committee confirms that their sabbatical reports are on file.

Step 3. Unit personnel committee conducts evaluation of sabbatical proposals according to unit and college policies/procedures/bylaws.

Step 4. The unit chair/director 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 chair/director's letter should also address how the integrity of teaching, advisement, graduate research supervision, research, position responsibilities, and/or administration of the program within the unit will be maintained during the applicant's absence.

Step 5. Signed unit chair/director 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, the unit submits electronic PDF Portfolio of each case to the college 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

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

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

6_Unit Chair/Director 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:

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COLLEGE–UNIT–LastNameFirstName – ActionAcademicYear

(e.g. CLAS-PSY-SmithJane-Sabbatical2014-15)

- c. If possible, unit should reduce PDF and use the text recognition option before submitting to the college.
 - d. PDF Portfolio should be uploaded to a secure site as directed by the college as directed.
 - e. No hard copy file is required.
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College Responsibilities

- Step 7.** College personnel committee conducts evaluation of sabbatical proposals according to college procedures/bylaws. The committee provides recommendations to the dean.
 - Step 8.** The dean 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's decision and signature.
 - Step 10.** Applicants will be notified of the dean's action by the date established by the university. Each year, the posted notification date will be 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 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'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.
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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 and the unit chair/director addressing accomplishment of the purposes stated in the application for sabbatical leave. Forms for the final report should be available from the dean's office; the forms can be found on the provost office website.
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College Responsibilities

- Step 13.** After receiving the report, the dean will send a sabbatical acknowledgment to the faculty member. Acknowledgements are usually in the form of letters or memos which confirm the timing of the sabbatical and thank the faculty member 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 faculty members whose reports are missing, as the reports are required by policy.

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Step 14. By the deadline established by the university and in accordance with ACD policy, the college sends copies of the reports and acknowledgements to the provost's office. Each faculty member's submission should be in one PDF document with at least two pages. The first page will be the dean's acknowledgment, following 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 academic unit chair/director 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 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 academic unit chair/director and supervising dean. 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.