



Academic Affairs
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MEMORANDUM

TO: Tenured Faculty In-Unit
Associate University Librarians In-Unit
University Librarians In-Unit

FROM: Diane E. Alperin, Associate Provost
Academic Personnel

DATE: August 13, 2012

SUBJECT: **SABBATICALS FOR 2013-2014**

The sabbatical program is announced at this time to permit you to make an early application and seek other support, if needed, for your sabbatical activities. A limited number of sabbaticals (16) for one semester at full pay will be available. Sabbaticals at half-pay shall also be made available. **No more than one employee in a department need be awarded a sabbatical during the same term.**

The 2013-14 awards will be made as follows:

1. Sabbaticals are granted to increase the faculty member's/librarian's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value. This is not a reward for service.
2. Full-time employees who **at the time of application** are tenured Associate Professors, Professors, Associate University Librarians, or University Librarians, and who have completed at least six years of full-time service prior to the start of the sabbatical, are eligible to apply for sabbaticals. An employee who is compensated through a contract or grant may receive a sabbatical only if the terms of the contract or grant through which such an employee may be compensated allows for such sabbaticals and the employee meets all other eligibility requirements.
3. If there are more applicants for one semester sabbaticals at full pay than available sabbaticals, the Research Committee of the University Faculty Senate shall rank the applicants. The selection of those to receive sabbaticals shall be based on a program

proposal which includes a statement of intent. The following are the primary elements to be considered in the ranking process:

- a. The employee's written statement describing the program and activities to be followed while on sabbatical;
 - b. The expected increase in value of the employee to the University and the employee's academic discipline;
 - c. Specific results anticipated from the leave;
 - d. The benefits of the proposed program to the employee, the university, and the profession;
 - e. An equitable distribution of sabbaticals among colleges, the library, schools, departments, and disciplines within the university; and
 - f. The length of time since the employee was last relieved of teaching/ librarian duties for the purpose of research and other scholarly activities. This needs to include all release time awarded, in addition to past sabbaticals.
4. The sabbatical must be during the regular contractual period which will not include the summer term(s).

DEA/eb

cc: Brenda J. Claiborne, Provost and Chief Academic Officer
William McDaniel, President, University Faculty Senate
Arlene Fradkin, Chair, UFS Research Committee
College Deans

TERMS OF SABBATICAL PROGRAM

1. While on sabbatical, the employee's salary shall be one half-pay for two (2) semesters (one (1) academic year), or full-pay for one semester.
2. Faculty who are on full year/half pay sabbaticals cannot be on deferred pay during their sabbatical time. They can resume deferred pay when they return.
3. The employee must return to the university for at least one (1) academic year following participation in the program. Agreements to the contrary must be reduced to writing prior to participation. Return to the University salary received during the program will be required in those instances where neither of the above is satisfied.
4. The employee must, within sixty (60) days upon completion of the sabbatical, provide a concise written report of the employee's accomplishments during the sabbatical to the Associate Provost, Academic Personnel. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the university, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.
5. Employees shall not normally be eligible for a subsequent sabbatical until six (6) years of continuous service are completed following the first. Eligible employees may apply for a subsequent sabbatical during the sixth year.
6. Contributions normally made to retirement and Social Security programs shall be continued on a basis proportional to the salary received. Contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.
7. Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the sabbatical.
8. While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than the university such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Grants for such financial assistance from other sources may, but need not be administered through the university. If financial assistance is received in the form of salary, the university salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to 125% of the employee's current year salary rate. Employment unrelated to the purpose of the sabbatical leave must not create a conflict of interest.
9. If plans include providing technical information to persons who are not United States citizens, an employee must consult with the Office of General Counsel prior to departure. The provision of technical knowledge outside the United States is considered an export and is regulated by the U.S. Commerce Department or the State Department, depending upon the type of knowledge being exported. Those agencies require a license before the knowledge may be communicated.

Sabbatical applications are reviewed electronically by the Research Committee of the University Faculty Senate. Applications should move forward electronically - from the applicant, to the Chair/Director/Head, to the Dean – with new materials added along the way. **All required application materials need to be forwarded electronically together to the Office of the Provost.**

Please consider University timelines as you prepare your application. The Deans will also be asked to set internal college deadlines.

Please submit your entire application electronically to Erma I. Bennett (ebenne12@fau.edu) no later than October 5, 2012. The entire application needs to be submitted together and needs to include all the items (1-6) listed below. **In the instances where there are multiple applications from a single unit, the Chair/Head/Director is to verify that staffing considerations can be resolved and that any withdrawn applications will be awarded the highest priority for the following year.** The application should include the following:

1. Application (see attached).
2. A narrative of 2-3 pages describing the program and activities to be followed while on sabbatical, the expected increase in value of the employee to the University and the employee's academic discipline and specific results anticipated from the leave.
3. An up-to-date vita.
4. Report of previous sabbatical, if applicable.
5. Letter of support from Chair/Director/Head for sabbatical.
6. Letter of support from Dean/Director for sabbatical.

SABBATICAL TIME LINES FOR ACADEMIC YEAR 2013-14

August 13, 2012	MEMO OUT ANNOUNCING SABBATICALS TO TENURED FACULTY/LIBRARIANS
October 5, 2012	APPLICATIONS DUE TO PROVOST'S OFFICE
October 12, 2012	MEMO OUT TO RESEARCH COMMITTEE OF THE UFS
November 16, 2012	RECOMMENDATIONS OF RESEARCH COMMITTEE TO PROVOST'S OFFICE
November 30, 2012	FINAL APPROVALS/DENIALS (LETTERS TO APPLICANTS)
January 11, 2013	SIGNED ACCEPTANCES DUE IN PROVOST'S OFFICE

January 25, 2013

MEMO TO DEANS, DEPARTMENT CHAIRS/ SCHOOL
DIRECTORS, BUDGET DIRECTORS FOR
ACCEPTANCES OF SABBATICALS

**FLORIDA ATLANTIC UNIVERSITY
2013-2014 SABBATICAL APPLICATION**

Submitted By: _____

Department/School: _____

College: _____

Semester(s) Requested: _____ **Fall 2013 at full pay**
(Please check one) _____ **Spring 2014 at full pay**
_____ **Fall 2013 and Spring 2014 at half-pay**

Any Anticipated Supplementary Income: _____

Years Employed at FAU: _____

Have you been awarded a sabbatical at FAU previously?

_____ **Yes*** _____ **Date**
_____ **No**

Have you previously been relieved of Teaching/Librarian Duties for the Purpose of Research and Scholarly Activity, in addition to a sabbatical award?

_____ **Yes** _____ **Date** _____ **Brief Explanation**
_____ **No**

Signature

Date

***If yes, please attach the report of activities and accomplishments you submitted at that time or a one page summary of your accomplishments during the sabbatical period.**