


MEMORANDUM

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

FROM: Diane E. Alperin, Vice Provost 
Academic Affairs

DATE: August 3, 2015

SUBJECT: **SABBATICALS FOR 2016-2017**

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 2016-17 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.
3. An employee who is compensated through a contract or grant may receive a sabbatical only if the terms of the contract or grant allow for such sabbaticals and the employee meets all other eligibility requirements. Such employee must coordinate with the Division of Research, the Office of Sponsored Programs, the Office of Research Integrity, and the Office of Environmental Health and Safety to insure that all sponsor and FAU compliance related matters have been addressed prior to beginning the approved sabbatical.
4. 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.
5. The sabbatical must be during the regular contractual period which will not include the summer term(s).

DEA/eib

cc: Gary Perry, Provost and Vice President, Academic Affairs
Chris Beetle, 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 Vice Provost of Academic Affairs. 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. Faculty on sabbatical must ensure that their graduate and undergraduate student advisees are supervised by appropriate faculty during their absence. Moreover, any facilities responsibilities and/or research must be properly monitored by authorized personnel.
9. 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.

10. 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.

11. Faculty members with active sponsor-funded projects, research involving the use of human and animal subjects, or projects involving any areas of research compliance such as radiation safety, diving and boating, fieldwork, or biological safety (i.e., work carried out in a wet-lab involving the use of chemicals and/or potential blood-borne pathogens) must meet all compliance requirements for FAU and the sponsor prior to the approved sabbatical leave. The faculty member must also update the above information and coordinate with the appropriate business offices if the status of his/her research funding and activities change prior to or during the sabbatical.

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 2, 2015. 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. Attach a narrative of 2-3 pages describing the program of studies or other activities you propose to follow during your sabbatical, the expected increase in value of the University and the relationship of same to your teaching and/or research program, and specific results anticipated from the leave. Please include a description of fellowship or grant applications you have submitted or plan to submit in conjunction with, or immediately following, the requested sabbatical leave.
 3. An up-to-date vita. **Maximum 5 pages.**
 4. Report of previous sabbatical, if applicable.
 5. Support from Chair/Director/Head for sabbatical.
 6. Support from Dean for sabbatical.
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**SABBATICAL TIME LINES
FOR ACADEMIC YEAR 2016-17**

August 3, 2015	MEMO OUT ANNOUNCING SABBATICALS TO TENURED FACULTY/LIBRARIANS
October 2, 2015	APPLICATIONS DUE TO PROVOST'S OFFICE
October 9, 2015	MEMO OUT TO RESEARCH COMMITTEE OF THE UFS
November 13, 2015	RECOMMENDATIONS OF RESEARCH COMMITTEE TO PROVOST'S OFFICE
November 27, 2015	FINAL APPROVALS/DENIALS (LETTERS TO APPLICANTS)
January 8, 2016	SIGNED ACCEPTANCES DUE IN PROVOST'S OFFICE
January 29, 2016	MEMO TO DEANS, DEPARTMENT CHAIRS/ SCHOOL DIRECTORS, BUDGET DIRECTORS FOR ACCEPTANCES OF SABBATICALS

**FLORIDA ATLANTIC UNIVERSITY
2016-2017 SABBATICAL APPLICATION**

Name of Applicant

Rank (the official title listed in department records)

Academic Department/School

College

Semester(s) Requested (Please check one): ☐ Fall 2016 at full pay
☐ Spring 2017 at full pay
☐ Fall 2016 and Spring 2017 at half-pay

Years Employed at FAU: _____

Have you been awarded a sabbatical at FAU previously? ☐ Yes* Date _____
☐ No

Any Anticipated Supplementary Income? ☐ Yes
☐ 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 _____
☐ No

If yes, briefly explain:

*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.

If you anticipate external supplementary income during your sabbatical, please complete the following:

Name of Sponsor(s):

Budget Period:

If during your sabbatical leave you expect to have a formal affiliation with a research institute, another college or university, a federal agency, a private corporation, a Fulbright program, or any similar public, private, and/or non-profit entity, please describe the conditions of that appointment. Please attach supporting documentation (i.e. letter from affiliate).

Do you have any sponsor-funded projects that are active during the requested sabbatical leave?

☐ Yes* ☐ No

*If yes, how will your current sponsor-supported projects be covered?

Do you have any research projects involving any areas of research compliance, such as radiation safety, diving and boating safety or biological safety (i.e., work carried out in a wet-lab involving the use of chemicals and/or potential blood-borne pathogens) that are active during the requested sabbatical leave? ☐Yes* ☐No

*If yes, how will any facilities and/or research responsibilities be covered?

Do you have any research projects involving the use of human or animal subjects to collect data that are active during the requested sabbatical leave? ☐Yes* ☐No

*If yes, how will your research be covered?

*Faculty members with active sponsor-funded projects must meet all compliance requirements for FAU and the sponsors prior to sabbatical leave. The faculty member must also update the above information and coordinate with the applicable business offices if the status of his/her research funding changes prior to or during the sabbatical.

Signature of Applicant

Date

Comment(s) by Department Chair/School Director

☐ Approve ☐ Disapprove

Signature of Department Chair/School Director

Approval Date

Comment(s) by Dean

☐ Approve ☐ Disapprove

Signature of Dean

Approval Date

Signatures:

PI Signature: _____

Date _____

College Budget Manager: _____

Date _____