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**SUBJECT: FACULTY LEAVES**

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I. **PURPOSE:** To describe various types of University leave and establish policy on the administration of leave.

II. **REFERENCES:**

SUU Policy and Procedures *6.0 Definition of Faculty*

SUU Policy and Procedures *6.1 Faculty Evaluation, Promotion, and Tenure*

SUU Policy and Procedures *9.3 Emergency Leave*

SUU Policy and Procedures *9.7 Family Medical Leave*

SUU Policy and Procedures *9.8 Military Leave*

SUU Policy and Procedures *9.9 Reporting Absences*

III. **POLICY:**

A. Sabbatical Leave

1. **Definition.** Sabbatical leave is a professional development opportunity available for qualified faculty to engage in planned academic and creative activities that enhance their ability to contribute to the student-centered mission of Southern Utah University. Sabbatical leave is not a faculty benefit, but a program that facilitates faculty work in various scholarly, professional, educational, and artistic/creative endeavors, that benefit the entire university.

A sabbatical leave means a leave of absence with compensation for one year or a fraction thereof as determined by the President of the University and the Board of Trustees. Contingent on funding, SUU makes a limited number of sabbatical leaves available to qualified faculty members in good standing each year.

2. **Eligibility.** The University will consider applications for sabbatical leaves from tenured faculty with at least 6 years of full-time faculty employment with a minimum rank of associate professor, and non-tenure-track faculty with at least 6 years of full-time faculty employment and a minimum rank of assistant professor. Faculty who have been awarded a sabbatical leave will be eligible to apply for a subsequent sabbatical after six (6) full years of additional service following the completion of that leave.



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

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**Office of Responsibility: Provost**  
**Page 2 of 11**

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**SUBJECT: FACULTY LEAVES**

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3. Selection. Selection criteria for sabbatical leaves include the merit of the proposed use of the sabbatical leave time, the applicant's past performance at SUU, and available resources for sabbatical leaves. Sabbatical leave projects include, but are not limited to time spent in industry enhancing professional skills and competencies, engaging in scholarly/creative endeavors, advancing one's education, or undertaking systematic efforts designed to improve teaching.

All qualifying proposals will be analyzed on a case-by-case basis and ranked by the University Faculty Leaves Committee in order of merit. Applications are further prioritized based on the degree to which the sabbatical will enhance the applicant's ability to contribute to SUU's student-centric mission. In cases proposals have equal merit, preference will be given to terminally qualified faculty members to revitalize themselves through scholarship, writing, or professional/artistic development.

4. Compensation.
  - a. Salary. Faculty on sabbatical leave receive 80% of anticipated regular contract salary for 9 months' leave (two semesters), or 95% of anticipated regular contract salary for 4.5 months' leave (one semester).
  - b. A faculty member will receive fringe benefits while on sabbatical leave, provided any appropriate premium deductions are taken from his/her salary.
  - c. A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University. Faculty on sabbatical leave are eligible for internal grants/funds.
  - d. A faculty member on sabbatical leave may accept a fellowship, assistantship, or external grant, provided his/her compensation and plan of work are approved by his/her respective Dean, the Provost, the President, and the Board of Trustees.
  - e. Faculty may not accrue unused sabbatical leaves nor will the University pay compensatory time for unused sabbatical leaves.



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**SUBJECT: FACULTY LEAVES**

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5. Application and Supporting Documentation. A faculty member desiring a sabbatical leave must submit the following documents to the department chair and dean for evaluation and action:
  - a. An application form that includes the individual's name, department, title, date of initial appointment to a full-time position, and the period of leave covered by the application.
  - b. Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, feasibility, a time-line and calendar of activities, a statement of anticipated outcomes, and a description of how the proposed project/activity supports the SUU's mission. The statement of leave plans should not exceed four typed pages. If the project is dependent on research grants or funds not in hand at the time of application, the candidate must provide a statement explaining how he/she will complete the project without receipt of funds, or include plans for an alternative project. If the project is for the purpose of completing a terminal degree in the area of the faculty member's teaching appointment, the candidate will provide a statement explaining how the leave will advance the candidate toward degree completion, and how the completion of the terminal degree will support SUU's mission.
  - c. A current curriculum vitae.
6. Deadlines. To receive adequate consideration, the candidate must submit the application to the department chair for review by the Friday of the 5<sup>th</sup> week after faculty contracts begin. The chair will forward the application to the Dean of the college for review by the Friday of the 7<sup>th</sup> week after faculty contracts begin. The Dean forwards a recommendation to the Chair of the University Faculty Leaves Committee by the Friday of the 9<sup>th</sup> week after faculty contracts begin of the fiscal year preceding the year for which leave is requested. The University Faculty Leaves Committee chair forwards a list of ranked applications to the Provost by the Friday of the 11<sup>th</sup> week after faculty contracts begin for submission to the President. The President's recommendations are then submitted to the Board of Trustees during the December meeting.



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**SUBJECT: FACULTY LEAVES**

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7. Application Evaluation.
  - a. The applicant's department chair will attach a letter to the application, addressing: the faculty member's past performance, the value of the project to the individual and the department, project feasibility, and instructional and financial needs of the department to replace the applicant for the leave period.
  - b. The applicant's dean will review the application and the chair's comments, and will issue a recommendation. The University Faculty Leaves Committee, using criteria outlined in this policy, will evaluate all requests for sabbatical leaves, chair comments, and dean recommendations, and recommend approval or denial to the Provost. For those proposals recommended for approval, the University Faculty Leaves Committee provides a rank ordering to the Provost. For those proposals recommended for denial, the University Faculty Leaves Committee provides formative feedback to the faculty member's department chair regarding the proposal. Upon request by the faculty member submitting the proposal, the department chair reviews that feedback and provides recommendations for improvement.
  - c. Criteria for evaluating applications will include adequacy of description, goals, timetables; feasibility of the project, ability of individual to complete the project, value of the project, relevance of the project to the teaching field, and recommendations of the chair and dean.
8. Notification. The Provost will submit the recommended candidates to the President for approval. Following action by the Board of Trustees, the Provost will notify the candidates of approval or denial of the application. Unsuccessful applicants may re-apply the next academic year.
9. Other Conditions.
  - a. All leaves with pay will be subject to both the availability of funds and the availability of suitable replacements.
  - b. Assignments of a professor returning from a sabbatical leave will be determined by the department chair and dean, in conjunction



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**SUBJECT: FACULTY LEAVES**

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with the returning faculty. Whenever possible, a faculty member on leave will retain the position and course assignments he/she left unless other arrangements have been made prior to the leave, and insofar as adjustments in staff will permit. Identical positions are not guaranteed, but a good faith effort will be made to provide returning faculty a smooth transition back into the classroom and any other previously assigned duties.

- c. A sabbatical leave is a contract between the University and a faculty member. The faculty member commits to satisfactory performance pursuant to the application for leave and the University allows time and resources for the sabbatical project. The department chair and dean will judge performance using the criteria described above (see 7.c.). At the conclusion of a sabbatical (and any subsequent approved unpaid leave) faculty members are required to return to the University and serve for a length of time equal to the sabbatical taken. Should a faculty member not perform satisfactorily, or choose to not return to the University, he/she is obligated to repay to the University the amount of compensation (salary and benefits) received while on sabbatical.
- d. The University may grant a year's leave without pay immediately following a sabbatical leave, or a sabbatical leave immediately following a leave without pay. Such extensions of leaves are subject to the same conditions as those pertaining to the original leave.
- e. At the conclusion of his/her sabbatical, the faculty member will write a summary report corresponding to the proposal described in paragraph e (2) above. The department chair and dean will evaluate this report and place it in the professor's departmental file for future consultation when he/she applies for subsequent sabbaticals. The dean will send a copy to Provost and to the University Leave, Rank, and Tenure Committee.

**B. Leave of Absence Without Pay**

1. Faculty who desire leave without pay should apply in writing to their department chair (or equivalent). The chair, dean, Provost, and President



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**Page 6 of 11**

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**SUBJECT: FACULTY LEAVES**

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must each evaluate the application and make recommendation for approval by the Board of Trustees. In considering applications for leave without pay, chairs and deans must take care to protect academic quality and minimize disruption. There is no specific application deadline, but the application must allow sufficient time for making suitable replacement arrangements. For informational purposes, the Provost will notify the University Faculty Leaves Committee upon granting such leaves without pay.

2. On returning after the leave, the faculty member will retain the position he/she left insofar as adjustments in staff will permit, but identical positions are not guaranteed. A good faith effort will be made to provide returning faculty a smooth transition back into the classroom and any other previously assigned duties. The faculty member must negotiate individually with his/her chair any leave extension. Extensions will not be granted without approval of the respective Dean, the Provost, the President, and the Board of Trustees. If the faculty member does not return to the University for at least one year immediately following the leave and extension, if any, the University, by this policy, will regard the employee as having resigned on the date the leave began.

C. General Conditions Pertaining to Faculty Leaves

1. The applicant will receive notice of the action of the Board of Trustees and the President not later than ninety days from the date of application. In the event of disapproval, the applicant will receive from the Provost, in writing, the reasons for disapproval.
2. Requests for leave from small and large units will receive equal consideration.

D. Other Leave

University faculty members follow policy regarding other types of employee leave such as military, emergency, and family leave, as well as policy regarding the reporting of leave.

## **Attachment to Southern Utah University Policy 6.15, Leave of Absence Faculty**

### **SABBATICAL LEAVE APPLICATION MATERIALS**

**TO: APPLICANTS FOR SABBATICAL LEAVE**

**FROM: UNIVERSITY FACULTY LEAVES COMMITTEE**

The attached application form (Part A and B) has been designed in accordance with existing University policy to facilitate the review of your request.

Please complete the top portion of the form, attach appropriate pages, and present the completed application to the Department Chair by the Friday of the 5<sup>th</sup> full week after faculty contracts begin. The Department Chair will then forward the application and her/his review to the Dean of the College/School by the Friday of the 7<sup>th</sup> full week after faculty contracts begin. The Dean of the College/School will then forward the application the chair's review and her/his review to the University Faculty Leaves Committee by the Friday of the 9<sup>th</sup> full week after faculty contracts begin. The University Faculty Leaves Committee, using the chair and dean reviews, and the selection criteria in section III, 3, a of this policy, rank each qualifying application in order of merit. The University Faculty Leaves Committee sends the ranked applications to the Provost by the Friday of the 11<sup>th</sup> full week after faculty contracts begin. The Provost, based on the ranked applications and availability of funds forwards a list of recommended sabbatical applications to the University President who submits the list to the Board of Trustees in their December meeting for final approval.

Current University policies establish the following compensation for sabbatical:

80% of anticipated regular contract salary for nine (9) months' leave (two semesters)

95% of anticipated regular contract salary for 4.5 months' leave (one semester)

**Attachment to SUU Policy 6.15, Faculty Leaves**

**PART A: APPLICATION FOR SABBATICAL LEAVE**

Date:

Name of Applicant:

Date of Hire to Full-Time Faculty Status:

Date of Rank Advancement (Assoc Prof for TT, Asst Prof for NTT):

Date of Last Sabbatical (Academic Year in which Sabbatical Took Place):

Length of Leave Requested (X):     ( ) One Semester     ( ) Two Semesters

Date leave is to begin:

Executive Summary of Leave Purpose: (100 words or less)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chair/Director: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Approved for \_\_\_\_\_% of regular contract salary for \_\_\_\_\_ academic year with priority ranking.

Signature of Chair – University Faculty Leaves Committee:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Provost: \_\_\_\_\_

Date: \_\_\_\_\_

***APPROVAL***

President : \_\_\_\_\_

Date: \_\_\_\_\_

Chair, Board of Trustees: \_\_\_\_\_

Date: \_\_\_\_\_

## **PART B: PURPOSE OF SABBATICAL LEAVE**

Name:

Date:

### Instructions

Please provide a detailed description in four pages or less of the activities you wish to pursue during your sabbatical leave. Include details about the professional development benefits you expect to accrue from the leave. As per Policy 6.15:

*Sabbatical leave is a professional development opportunity available for qualified faculty to engage in planned academic and creative activities that enhance their ability to contribute to the student-centered mission of Southern Utah University. Sabbatical leave is not a faculty benefit, but a program that facilitates faculty work in various scholarly, professional, educational, and artistic/creative endeavors, that benefit the entire university.*

*Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, feasibility, a time-line and calendar of activities, a statement of anticipated outcomes, and a description of how the proposed project/activity supports SUU's mission. The statement of leave plans should not exceed four typed pages. If the project is dependent on research grants or funds not in hand at the time of application, the candidate must provide a statement explaining how he/she will complete the project without receipt of funds. If the project is for the purpose of completing a terminal degree in the area of the faculty member's teaching appointment, the candidate will provide a statement explaining how the leave will advance the candidate toward degree completion, and how the completion of the terminal degree will support SUU's mission.*

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**APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY**

Date:

Name of Applicant:

Total Years of Service at SUU:

Date of Last Leave:

Length of Leave Requested: One Semester \_\_\_ Two Semesters\_\_\_ Other (specify)\_\_\_\_\_

Date Leave is to Begin:

Purpose of Leave:

**SIGNATURE:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

### Sabbatical Leave Application

Task: Sabbatical Leave Application  
From: Faculty Member  
To: Chair  
Due: Friday of 5<sup>th</sup> full week after faculty contracts begin

Task: Sabbatical Leave Application & Evaluation of Sabbatical Leave Application  
From: Chair  
To: Dean  
Due: Friday of 7<sup>th</sup> week after faculty contracts begin

Task: Sabbatical Leave Application & Evaluation of Sabbatical Leave Application  
From: Dean  
To: Faculty Leaves Committee  
Due: Friday of 9<sup>th</sup> week after faculty contracts begin

Task: Sabbatical Leave Application & Evaluation of Sabbatical Leave Application  
From: Faculty Leaves Committee  
To: Provost  
Due: Friday of 11<sup>th</sup> week after faculty contracts begin