




**Idaho State
University**

MEMORANDUM

To: All Deans and Department Chairs

From: Adam Bradford 
Acting Vice President of Academic Affairs and Provost

Re: Sabbatical Deferral Requests

Date: May 4, 2023

The Office of Academic Affairs and the Office of the President are very pleased to be able to provide ongoing support for faculty in the form of the current sabbatical program. Recently, it has become apparent that both faculty and departments/programs could benefit from clarity on timelines related to deferring or altering awarded sabbaticals (see [Faculty Sabbatical Leave ISUPP 4030](#) for the official policy). The university would like to support flexibility regarding when awarded sabbaticals are taken (within the award period as stipulated in the above policy), but also recognize that course scheduling and planning has significant impacts on student progress and programmatic offerings, and successful navigation of these depends upon effective collaboration between faculty and their department/program. Therefore, the following best practices should be observed:

- Faculty wishing to change the award length (from one semester to two, or vice versa) should do so in accordance with the currently observed process (petition to AA sent through Chair with Dean support). Petitions should be received by the chair of the department at least two weeks prior to the opening of fall semester registration as indicated in the ISU Academic Catalog.
- Faculty wishing to change the award semester (from fall to spring or spring to fall) should do so by petitioning their chair (or program director if no chair is appointed) at least two weeks prior to the opening of fall semester registration as indicated in the ISU Academic Catalog.
- Faculty wishing to defer their sabbatical leave (as stipulated by ISUPP 4030) should do so by petitioning their chair at least two weeks prior to the opening of fall semester registration as indicated in the ISU Academic Catalog.

Faculty sabbaticals are an important focused research, practical, and/or creative opportunity that can have an appreciable impact on a faculty member's advancement within the professoriate. Whenever possible, while nevertheless attending to the above impacts and guidelines, faculty requests to alter the award period should be accommodated.

Division of Academic Affairs

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