

Sabbatical Policy & Procedures
College of Sciences & Engineering, August 2021
For Sabbatical Leaves during the 2022-2023 Academic Year

1) Introduction

The College of Science and Engineering strongly supports the awarding of sabbatical leaves. As stated in the Idaho State University Faculty-Staff Handbook (Part 4, Section VI.E): *sabbatical leaves are granted as an acknowledgment of outstanding service, and provide an opportunity for advanced learning, research, or performance. The sabbatical leave program promotes excellence in the faculty and enhances the reputation of the University.*

2) Eligibility

Members of the academic faculty who meet the following criteria may apply for sabbatical leave: (a) rank of assistant professor or higher, and (b) have completed six years of service since appointment to the faculty or since their last sabbatical leave.

3) General Information

- A. Compensation while on sabbatical leave shall be full salary for one semester or one-half salary for two semesters.
- B. Additional income may be derived from fellowships, part-time assistantships, or other sources of limited income, but full-time employment while on sabbatical leave is not permitted unless specifically authorized by the President of the University.
- C. A sabbatical leave which has been awarded may be deferred at the request of the recipient for a period of up to one year. The deferral must be approved by the President of the University and the State Board of Education.
- D. A recipient of a sabbatical leave is expected to return to the University for at least one academic year, or repay the money received while on leave.
- E. At the conclusion of the sabbatical, the recipient is to file a brief report of sabbatical activities to the Provost and Vice President for Academic Affairs.
- F. All applications, recommendations, and reports will be digital.

4) Application

The candidate should submit an application to their Department Chair before the published deadline. The application will include (1) the CoSE sabbatical application form, (2) a description of the proposed sabbatical activity (3 pages maximum), (3) anticipated benefits for the applicant and for the University (e.g. peer-reviewed publications, course improvement, recognition for the university, contribution to a university program), (4) if necessary: assurances and recommendations supportive of the proposed sabbatical including letters of appointment, agreements and/or contracts with other universities or agencies, letters from collaborators, publisher's agreements, book prospectus, etc., and (5) a current, complete CV.

5) Review of Applications

Department Chair: The Department Chair will review the sabbatical request and write a brief statement indicating support, or not, of the request. The Chair should indicate whether the candidate's record supports a request and the impact of the sabbatical on the department's instructional offerings, research obligations, and service commitments.

The Sabbatical Application and Chair's statement will be sent to the Dean's office (overjenn@isu.edu) by the published deadline (October 1, 2021).

Sabbatical Review Committee: The Dean will assign the college Executive Committee to review the applications. Committee members will rank them and indicate those that should be granted. Evaluation will be based upon technical merit of the project, quality of the proposal, anticipated benefits of the applicant's record of accomplishments at ISU, and the departmental Chair's statement. The committee recommendation will be sent to the Dean.

Dean: The Dean will review the requests along with Chair and Committee recommendations, then submit a summary recommendation to the Provost and Vice President for Academic Affairs.

Application for Sabbatical Leave
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Name & Title of Applicant:

Department:

Email:

Phone Number:

Date of original hire / Years of service to ISU (if not continuous, please explain):

Date(s) of previous sabbatical leave(s):

Period of this leave (month/year to month/year):

Projected amount and source of external funding to support this sabbatical leave (if any):

Contingency plan in the event that external funding is not received:

Sites or localities where leave will be spent (List expected dates for all proposal sites):

SUMMARY OF AIMS AND OBJECTIVES FOR THE PROPOSED LEAVE (200-word limit)

SIGNATURE OF APPLICANT

I accept and will conform to all institutional provisions and policies concerning sabbatical leaves and agree to notify the Provost and Vice President for Academic Affairs, the Dean, and the departmental Chair of any proposed deviations from them.

Signature: _____ Date: _____

Attachments:

- 1) Description of sabbatical activity (3 pages maximum)
- 2) Expected outcomes and benefits to the applicant and ISU
- 3) Assurances and recommendations, if necessary
- 4) Curriculum Vitae