

SOUTHERN UTAH UNIVERSITY

Policy # 6.15
Date Approved: 09/21/90

SUBJECT: FACULTY LEAVES

analyzed on a case-by-case basis and ranked by the University Leave, Rank, and Tenure Committee in order of merit. In cases where non-degree-seeking 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

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outcomes. 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

SUBJECT: FACULTY LEAVES

of the project to the teaching field, and recommendations of the chair and dean.

8. dacea.

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

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Date Approved: 09/21/90
Date Amended: 01/13/12
Reviewed w/ No Changes:
Office of Responsibility: Provost
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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.

FORMER POLICY
DO NOT USE

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

SABBATICAL LEAVE APPLICATION MATERIALS

TO: APPLICANTS FOR SABBATICAL LEAVE

FROM: UNIVERSITY LEAVE, RANK AND TENURE 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 second Monday of October and the forwarded to the Dean of the College/School by the last Wednesday in October, and then forwarded to the University Leave, Rank and Tenure Committee by the second Monday in November

Current University policies establish the following compensation for sabbatical leaves after six or more years of experience:

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)

Sabbatical leaves are normally granted only to tenured faculty members. However, for purposes of pursuing advanced degrees or for other reasons approved by the Board of Trustees, sabbatical leaves may be granted to non-tenured faculty members. For the purpose of working on an advanced degree, a faculty member may be granted a sabbatical leave after either four or five years of service. Such a leave would entitle the faculty member to receive compensation at a rate of 2/3 or 5/6, respectively, of the percentages listed above.

The University LRT Committee will review the applications received each year, assign each a priority ranking for the year, and recommend compensation according to the above policies. Final approval of leave and determination of compensation will be made by the President of the University and the Board of Trustees.

Attachment to SUU Policy 6.15, Faculty Leaves

[Form Due to Department Chair/Director by Second Monday in October.]

PART A: APPLICATION FOR SABBATICAL LEAVE

Date:

Name of Applicant:

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 Leave, Rank, and Tenure 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:

Contingent on funding, qualified faculty in good standing may receive a sabbatical leave to provide time and resources to revitalize themselves through scholarship, writing, or professional/artistic development. Faculty may also use a sabbatical leave for completing a terminal degree.

Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, feasibility, a timeline and calendar of activities and a statement of anticipated outcomes. The statement of leave plans should not ~~exceed~~ 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, the candidate will provide a statement explaining how the leave will

APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY

Date:

Name of Applicant:

Total Years of Service at SUU:

Date of Last Leave:

SIGNATURE:

Applicant: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____

APPROVALS:

President: _____ Date: _____

Board of Trustees: _____ Date: _____

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