
SUBJECT: FACULTY LEAVES

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

SUU Policy and Procedures 6.2 Faculty

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

Policy # 6.15
Date Approved: 09/21/90
Date Amended: 03/12/21
Reviewed w/ No Changes:
Office of Responsibility: Provost
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must each evaluate the application and make recommendations 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 Leave 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

Attachment to SUU Policy 6.15, Faculty Leaves

PART A: APPLICATION FOR SABBATICAL LEAVE

Date:

Name of Applicant:

Date of Hire to FullTime Faculty Status:

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 ~~stated~~ 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 timeline 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

President: _____

Date: _____

Board of Trustees: _____

Date: _____

Sabbatical Leave Application

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