

Sabbatical Procedures

Eligibility

A tenured staff member is eligible to be considered for a one year sabbatical:

- after serving the University for six years, or
- after serving for six years following a previous sabbatical or assisted leave

A tenured staff member is eligible to be considered for a six month sabbatical:

- after three years of service following Initial appointment, or
- after three years of service following a previous sabbatical or assisted leave

Applications must be in the Dean's office by October 15th.

Resources:

[Application for Sabbatical Form](#)

[Faculty Agreement -- Article 9 and Appendix E](#)

Quota for Each Faculty

- The calculation for each Faculty's quota is 10% of the total of non-contingent faculty (excluding Deans) as of September 1 of the year prior to the year in which the sabbaticals are to be taken (i.e. September 1, 2013 staff count used for 2014-15 quota).
- If a Faculty does not use its quota in a given year, the excess up to a maximum of 10% of that quota may be carried-forward to a subsequent year in accordance with Appendix E -- point C.4 of the Faculty Agreement.
- The number of sabbaticals approved will be on a full-time equivalent (FTE) basis with a full-year sabbatical equal to 1.0 FTE and a six month sabbatical equal to 0.5 FTE.

Step 1: Staff Member Submits Application for Sabbatical Form to the Chair (or Dean, if applicable)

For Departmentalized Faculties

- Staff member submits Application for Sabbatical Form to the Department Chair.
- The Chair confirms eligibility. Any questions on eligibility should be referred to Academic Services.
- The Chair provides written comments, such as the merit of the proposed program, merit of the staff member, needs of the department, etc.
- In the event that there are several applications within the department, the Chair may rank the applications.

The Chair submits all eligible applications to the Dean for consideration.

For Non-departmentalized Faculties

- Staff member submits Application for Sabbatical Form directly to the Dean.

Step 2: Applications Received in the Dean's Office

- The Dean's Office confirms eligibility of applicants. Any questions on eligibility should be referred to Academic Services.
- The Dean's Office provides copies of applications to the Faculty Evaluation Committee (FEC).

When reviewing the applications, FEC and the Dean shall consider the proposed sabbatical programs to determine whether they are meritorious and whether they will be to the mutual advantage of the staff member and the University.

Consideration must be given to sabbatical programs which include work to be done at the University. Consideration will not be given to programs in pursuit of advanced degrees.

Step 3: FEC Reviews the Sabbatical Applications

- FEC reviews the applications and submits recommendation to the Dean.

Step 4: Dean Approves or Denies Applications

- The Dean approves or denies the applications.
- The Dean conveys the decisions to applicants.
- The Dean's office sends the list of approved sabbaticals to Academic Services. The list should include the department and the period of sabbatical.

Step 5: Information Sent to Faculty Members

- In early January, a letter is sent to each faculty member to confirm the sabbatical. Faculty members will need to complete the Sabbatical Agreement and the Sabbatical Directive found on the HR website in the Forms Cabinet.