



USA Sabbatical Policy

Effective Date: Fall 2017

The University of South Alabama encourages eligible faculty to apply for sabbatical leaves for the purposes of professional growth, development, or renewal. Such activities would include planned travel, study, foreign education, research, writing, or other professional experience that promises to enhance their professional skills and standing and, by extension, their usefulness to the University.

1. Eligibility

Full-time tenured and tenure-track faculty who are in their sixth or subsequent year of continuous service at the University of South Alabama without having received leave with pay, or who are in their sixth or subsequent year following the completion of a previous leave with pay, are eligible to apply for sabbatical leave. In exceptional cases, clinical or other non-tenure-track faculty who are in their sixth or subsequent year of continuous service at the University of South Alabama without having received leave with pay, or who are in their sixth or subsequent year following the completion of a previous leave with pay, are eligible to apply for sabbatical leave, pending the approval of the appropriate chair and division head. If granted, sabbatical leave will commence in the academic year following the year of application. Tenure-track applicants who are denied tenure will not be eligible for sabbatical leave.

The University will endeavor to approve proposals by eligible faculty who are recommended by the chair, college committee and dean. Decisions must include consideration of the impact on the academic program and budgetary constraints in a given year.

2. Review and Approval

Proposals are submitted by the faculty member to the department chair. The chair will submit the proposal with his/her recommendation - either favorable or unfavorable - with accompanying rationale and impact statement on the teaching program to the dean. If more than one proposal is submitted from a particular department, the chair will rank the proposals prior to forwarding to the dean.

The dean will obtain a review and recommendation with rationales and rankings of proposals from the college committee. Similarly, the dean will submit recommendations - either favorable or unfavorable - with rationales, academic program impact statements, and rankings for all proposals to the Provost/Senior Vice President for Academic Affairs (if within Academic Affairs) who will make recommendations to the President; or, in the College of Medicine, the Dean, College of Medicine/Vice President of Medical Affairs will make recommendations directly to the President. The President will make recommendations to the board of trustees for a final decision.



3. Compensation

Sabbatical recipients may take a leave for one semester at full salary or for two semesters at half-salary. In extraordinary cases, leaves may be granted for less than a full semester with full pay, subject to the approval of the appropriate division head and the Provost/Senior Vice President for Academic Affairs or Dean, College of Medicine/Vice President for Medical Affairs. Although external grants or other outside funding are permitted subject to standard University regulations that apply to all faculty, the compensation for the period of the leave should not be greater than the total University salary would have been, plus a reasonable allowance for relocating and meeting the costs of living in the new location. The University is not responsible for providing travel or other living expenses incurred by the recipient.

4. Benefits and Credited Service

Faculty on sabbatical are eligible for salary increases and promotions as they would be were they not on sabbatical. They will receive credit for time in rank for promotion. All fringe benefits due the recipient will continue in full force during the leave.

5. Replacements and Deferrals

Sabbatical leaves normally will be financed through departmental and divisional budgets. The University will make every effort to insure that such leaves do not unduly burden the recipient's colleagues or affect course offerings or other instructional needs. To the extent that it is feasible to do so, the University encourages departments to replace faculty who choose to take a leave of two semesters at half-pay with qualified temporary appointments. Any salary relinquished by sabbatical recipients should be made available to compensate temporary replacements.

Sabbatical recipients may for legitimate reasons defer an approved sabbatical leave for up to one year subject to budgetary limitations in the following year. In the event that a sabbatical recipient is asked by his or her chair, division head, or the Provost/Senior Vice President for Academic Affairs or Dean, College of Medicine/Vice President for Medical Affairs to defer an approved leave, and does so, that leave will be honored by the University in the following year. In the event that a sabbatical recipient is asked by his or her chair, division head, or the Provost/Senior Vice President for Academic Affairs or Dean, College of Medicine/Vice President for Medical Affairs to defer an approved leave, the recipient will be eligible to apply for a



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subsequent award following five years of full-time service after the end of the leave, rather than six.

6. Responsibilities

Sabbatical recipients must return to the University for at least one academic year following the leave, or they must reimburse the University for all salary and benefits received from the University while on sabbatical. Recipients are to submit a report summarizing their activities and achievements during the sabbatical no later than the end of the first semester following their return from leave.

7. Schedule

May 1	-	Call for proposals (reiterated September 1)
September 15	-	Deadline for submitting proposals to the department chair or division head
-	-	College or division sabbatical committees appointed
October 1	-	Proposal with chair's comments due in dean's or director's office and submitted to the college or division sabbatical committee
October 15	-	College committee submits recommendations with rationales and rankings to the dean
November 1	-	College/division recommendations due in the Provost/Senior Vice President for Academic Affairs, if a college/school within Academic Affairs
November 15	-	Provost/Senior Vice President for Academic Affairs or Dean, College of Medicine/Vice President for Medical Affairs makes recommendation to the President
November 30	-	President makes recommendations to the Board of Trustees
December	-	Trustees act on President's recommendations and applicants
Board Mtg.	-	Receive written notification

8. Proposal Guidelines

The sabbatical proposal should include the following:

- A brief curriculum vita
- An abstract
- A narrative statement (5-10 pages)
- Supporting documents (e.g., references, letters from grant agencies)



The narrative should explain (in non-technical language) how the leave will be used, the nature of the proposed activity or project, previous work or preparation, and the expected outcome. It should address specifically how the activity or project will contribute to the professional development of the applicant.

9. Impact Statement

Chairs, deans and/or directors will submit a statement assessing the impact of each sabbatical leave requested and explaining the steps proposed to mitigate any perceived adverse impact on the teaching, research or service mission of the department, college or division. Normally, any lapsed salary of sabbatical recipients should remain within the college or division and be available to supplement the salary of temporary replacements for those who take a full year's leave.

10. Committees

College or division committees should be appointed by the appropriate dean or director by September 15 and convene in early October. Committees should consist of three or more tenured faculty members and should be broadly representative of the college or division as a whole. Committees should be composed in accordance with University regulations. Committee recommendations should be presented to the dean/director before OCTOBER 15. The dean/director should send his/her recommendations to the Provost/Senior Vice President for Academic Affairs or Dean, College of Medicine/Vice President for Medical Affairs by NOVEMBER 1.

11. Final Reports

The sabbatical recipient must submit a report detailing his or her activities and accomplishments during the sabbatical leave to his or her chair and dean, and to the Provost/Senior Vice President for Academic Affairs or Dean, College of Medicine/Vice President for Medical Affairs. The report should be submitted no later than the end of the first academic term during which the recipient resumes his or her University duties. The report should be used in part or in whole as the basis of the faculty member's annual merit evaluation.