To: Deans Council

From: Eric A. Gislason
Interim Vice Chancellor for Academic Affairs and Provost

Re: Sabbatical Leaves of Absence for 2016-2017

The sabbatical instructions and guidelines, including the application form, for the academic year 2016-2017 have been released by the Office of the Vice President for Academic Affairs and are now available:


Copies of the documents are also attached.

There have been no substantive changes to the guidelines and application for AY16-17; however, units and colleges should attend to the following information regarding the initial application and final report:

- Any sabbatical leave involving sponsored funds will be reviewed by the Office of the Vice Chancellor for Research. Supporting documentation must be attached to the application.
- Changes in terms or plan of sabbatical leave after approval must be re-submitted through the normal channels of approval – see Section IV of the guidelines.
- Faculty Affairs must receive each faculty member’s sabbatical report (endorsed by both the department head and dean) within 60 service days of return from leave.

College offices should distribute this information to their units along with any additional college instructions for sabbatical applications. Applicants should be provided with a copy of the Guidelines for Sabbatical Leave when given the application form and instructed to give careful attention to the detailed guidelines. The sabbatical application may be completed online using Microsoft Word or PDF format, printed and submitted to the applicant’s department.

Applications (1 original & 1 photocopy) are due in the Office of the Vice Provost for Faculty Affairs, 601 S. Morgan Street, Room 2631, MC 103 no later than Friday, October 30, 2015. Please set your College review deadlines accordingly to meet this timetable.

A few reminders:

- Faculty members should be reminded that sabbatical leaves of absence are a privilege, not a right, and all administrators and reviewing bodies in the approval process will weigh applications on their merit.
- As units and colleges review sabbatical applications, each applicant's record should be checked to determine eligibility for the requested leave prior to transmittal of the application form to the Office of the Vice Provost for Faculty Affairs (OVPFA). Faculty members may accumulate credit by semesters or years served, with two semesters counting as one year of credit for nine-month faculty. Time spent on leave without pay will not ordinarily count as credit toward a sabbatical. In special cases, credit may be requested for time spent on
leave without pay, e.g., leaves taken to accept a fellowship that is not paid/processed through the University. Sabbatical credit during a leave without pay must be requested at the time of the leave without pay and must be approved by my office.

- If taking a sabbatical leave is contingent upon receipt of supplementary financial aid, details of such contingency should be included in the Statement of Plans. In no case should the individual delay applying for leave while awaiting word on a grant proposal or other award.
- Submission of a report of activities by the faculty member is required upon completion of the leave and submitted according to the report deadline schedule noted in the attached documentation. The report of activities should address how the sabbatical leave enhanced the individual’s value to the University and how it improved the applicant’s capabilities for carrying out the objectives of the unit and the University. **Please note that all reports must be endorsed by the respective Department Head(s) with an indication that they have reviewed and approved the report. This must be done before submission to the college office for the Dean's endorsement.**
- Faculty members must remain in service to the University for at least one year following return from a leave. If the obligation to remain in service for a year following the sabbatical leave is not fulfilled, the faculty member, or his/her new employer, must reimburse the University for the salary paid while on sabbatical leave. Directly above the applicant signature line is the statement: “I have read and understand the policy on sabbatical leaves of absence. I agree to adhere to the policy as it is written.”

Questions about sabbatical leaves may be directed to our office at extension 3-3470, or via email at facultyaffairs@uic.edu.

Attachments

cc: Vice Chancellor for Research, Mitra Dutta
Vice Provost for Faculty Affairs, Renée R. Taylor
Associate Vice Provost for Faculty Affairs, Angela L. Yudt
College HR Contacts