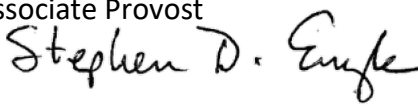




ACADEMIC AFFAIRS  
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**MEMORANDUM**

**TO:** Tenured Faculty In-Unit  
Associate University Librarians In-Unit  
University Librarians In-Unit

**FROM:** Stephen Engle, Associate Provost  
Academic Affairs 

**DATE:** August 14, 2023

**SUBJECT: SABBATICALS FOR 2024-2025**

The sabbatical program is announced at this time to permit you to make an early application and seek other support, if needed, for your sabbatical activities. A limited number of sabbaticals (16) for one semester at full pay may be available depending on resources available. **If a department has more than 20 faculty members, the chair can recommend 2 faculty for one semester and one faculty for the other semester, depending on the available of resources within their unit or college.** Sabbaticals for a full year at half-pay may also be made available, **the number depending on the available of resources within their unit or college.**

The 2024-25 awards will be made as follows:

1. Sabbaticals are granted to increase the faculty member's/librarian's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value. This is not a reward for service.
2. Full-time employees who **at the time of application** are tenured Associate Professors, Professors, Associate University Librarians, or University Librarians, who have completed at least six years of full-time service prior to the start of the sabbatical, and who have not received discipline pursuant to Article 16 and are not on a performance improvement plan, are eligible to apply for sabbaticals.
3. An employee who is compensated through a contract or grant may receive a sabbatical only if the terms of the contract or grant allow for such sabbaticals and the employee meets all other eligibility requirements. Such employee must coordinate with the

Division of Research, the Office of Sponsored Programs, the Office of Research Integrity, and the Office of Environmental Health and Safety to ensure that all sponsor and FAU compliance related matters have been addressed prior to beginning the approved sabbatical.

4. If there are more applicants for one semester sabbaticals at full pay than available sabbaticals, the Research Committee of the University Faculty Senate shall rank the applicants. The selection of those to receive sabbaticals shall be based on a program proposal which includes a statement of intent. The following are the primary elements to be considered in the ranking process:
  - a. The employee's written statement describing the program and activities to be followed while on sabbatical;
  - b. Specific results anticipated from the leave;
  - c. The benefits of the proposed program to the employee, the university, and the profession;
  - d. An equitable distribution of sabbaticals among colleges, the library, schools, departments, and disciplines within the university; and
  - e. The length of time since the employee was last relieved of teaching/librarian duties for the purpose of research and other scholarly activities. This needs to include all release time awarded, in addition to past sabbaticals.
  
5. The sabbatical must be during the regular contractual period which will not include the summer term(s).

cc: Russ Ivy, Interim Provost and Vice President, Academic Affairs  
Kim Dunn, President, University Faculty Senate  
Tina Penhollow, Chair, UFS Research Committee  
College Deans

## TERMS OF SABBATICAL PROGRAM

1. While on sabbatical, the employee's salary shall be one half-pay for two (2) semesters (one [1] academic year), or full-pay for one semester.
2. Faculty who are on full year/half pay sabbaticals cannot be on deferred pay during their sabbatical time. They can resume deferred pay when they return.
3. The employee must return to the university for at least one (1) academic year following participation in the program. Agreements to the contrary must be reduced to writing prior to participation. Return to the University salary received during the program will be required in those instances where neither of the above is satisfied.
4. The employee must, within sixty (60) days upon completion of the sabbatical, provide a concise written report of the employee's accomplishments during the sabbatical to the College Dean and Department Chairperson/School Director. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the university, and research or other scholarly work produced or expected to be produced as a result of the sabbatical. A copy of the employee's sabbatical report will be included in the employee's next annual evaluation.
5. Employees shall not normally be eligible for a subsequent sabbatical until six (6) years of continuous service are completed following the first. Eligible employees may apply for a subsequent sabbatical during the sixth year.
6. Contributions normally made to retirement and Social Security programs shall be continued on a basis proportional to the salary received. Contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.
7. Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the sabbatical.
8. Faculty on sabbatical must ensure that their graduate and undergraduate student advisees are supervised by appropriate faculty during their absence. Moreover, any facilities responsibilities and/or research must be properly monitored by authorized personnel.
9. While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than the university such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Grants for such financial assistance from

other sources may but need not be administered through the university. If financial assistance is received in the form of salary, the university salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to 125% of the employee's current year salary rate. Employment unrelated to the purpose of the sabbatical leave must not create a conflict of interest.

10. If plans include providing technical information to persons who are not United States citizens, an employee must consult with the Office of General Counsel prior to departure. The provision of technical knowledge outside the United States is considered an export and is regulated by the U.S. Commerce Department or the State Department, depending upon the type of knowledge being exported. Those agencies require a license before the knowledge may be communicated.
11. Faculty members with active sponsor-funded projects, research involving the use of human and animal subjects, or projects involving any areas of research compliance such as radiation safety, diving and boating, fieldwork, or biological safety (i.e., work carried out in a wet-lab involving the use of chemicals and/or potentially infectious materials) must meet all compliance requirements for FAU and the sponsor prior to the approved sabbatical leave. On federal projects, a leave of absence for 3 or more months requires the approval of the sponsoring agency. The faculty member must also update the above information and coordinate with the appropriate business offices if the status of his/her research funding and activities change prior to or during the sabbatical.

Sabbatical applications are reviewed electronically by the Research Committee of the University Faculty Senate. Applications should move forward electronically - from the applicant, to the Chair/Director/Head, to the Dean – with new materials added along the way. **All required application materials need to be forwarded electronically via Interfolio to the Office of the Provost.**

Please consider University timelines as you prepare your application. The Deans will also be asked to set internal college deadlines.

**Please submit your entire application electronically via Interfolio no later than Friday, October 27, 2023.** The entire application needs to be submitted as a single case and needs to include all the items (1-6) listed below. **In the instances where there are multiple applications from a single unit, the Chair/Head/Director is to verify that staffing considerations can be resolved and that any withdrawn applications will be awarded the highest priority for the following year.** The application should include the following:

1. Application (see attached).
2. Attach a narrative of 2-3 pages describing the program of studies or other activities you propose to follow during your sabbatical, the expected increase in value of the University and the relationship of same to your teaching and/or research program, and specific results anticipated from the leave. Please include a description of fellowship or

grant applications you have submitted or plan to submit in conjunction with, or immediately following, the requested sabbatical leave.

3. An up-to-date vita. **Maximum 5 pages.**
4. Report of previous sabbatical, if applicable.
5. Letter of support from Chair/Director/Head for sabbatical. **(Optional)**
6. Letter of support from Dean for sabbatical. **(Optional)**

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**SABBATICAL TIME LINES**  
FOR ACADEMIC YEAR 2023-2024

August 14, 2023	MEMO OUT ANNOUNCING SABBATICALS TO TENURED FACULTY/LIBRARIANS
October 27, 2023	APPLICATIONS DUE TO PROVOST'S OFFICE
November 3, 2023	APPLICATIONS SENT OUT TO RESEARCH COMMITTEE OF THE UFS
November 22, 2023	RECOMMENDATIONS OF RESEARCH COMMITTEE TO PROVOST'S OFFICE
December 8, 2023	FINAL APPROVALS/DENIALS (LETTERS TO APPLICANTS)
January 5, 2024	SIGNED ACCEPTANCES DUE IN PROVOST'S OFFICE
January 26, 2024	MEMO TO DEANS, DEPARTMENT CHAIRS/ SCHOOL DIRECTORS, BUDGET DIRECTORS FOR ACCEPTANCES OF SABBATICALS

**FLORIDA ATLANTIC UNIVERSITY  
2024-2025 SABBATICAL APPLICATION**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Rank (the official title listed in department records)

\_\_\_\_\_  
Academic Department/School

\_\_\_\_\_  
College

Semester(s) Requested (Please check one):  Fall 2024 at full pay  
 Spring 2025 at full pay  
 Fall 2024 and Spring 2025 at half-pay

Years Employed at FAU: \_\_\_\_\_

Have you been awarded a sabbatical at FAU previously?  **Yes\***      Date \_\_\_\_\_  
 **No**

Any Anticipated Supplementary Income?  **Yes**  
 **No**

Have you previously been relieved of Teaching/Librarian Duties for the Purpose of Research and Scholarly Activity, in addition to a sabbatical award?  **Yes**      Date \_\_\_\_\_  
 **No**

If yes, briefly explain:

\*If yes, please attach the report of activities and accomplishments you submitted at that time or a one page summary of your accomplishments during the sabbatical period.

If you anticipate external supplementary income during your sabbatical, please complete the following:

Name of Sponsor(s):

Budget Period:

_____	_____
_____	_____
_____	_____

If during your sabbatical leave you expect to have a formal affiliation with a research institute, another college or university, a federal agency, a private corporation, a Fulbright program, or any similar public, private, and/or non-profit entity, please describe the conditions of that appointment. Please attach supporting documentation (i.e. letter from affiliate).

Do you have any sponsor-funded projects that are active during the requested sabbatical leave?  
 Yes\*  No

\*If yes, how will your current sponsor-supported projects be covered?

Have you notified the program office(s) for your active project(s) in writing of your plans for a sabbatical?  Yes\*  No

If yes, attach documentation of the notification and approval.

If no, when do you plan to notify the program officer(s)?

Do you have any research projects involving any areas of research compliance, such as radiation safety, diving and boating safety or biological safety (i.e., work carried out in a wet-lab involving the use of chemicals and/or potentially infectious materials) that are active during the requested sabbatical leave?  **Yes\***  **No**

\*If yes, how will any facilities and/or research responsibilities be covered?

Do you have any research projects involving the use of human or animal subjects to collect data that are active during the requested sabbatical leave?  **Yes\***  **No**

\*If yes, how will your research be covered?



\*Faculty members with active sponsor-funded projects must meet all compliance requirements for FAU and the sponsors prior to sabbatical leave. The faculty member must also update the above information and coordinate with the applicable business offices if the status of his/her research funding changes prior to or during the sabbatical.

(3)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(Required for all applications)

Comment(s) by Department Chair/School Director

Approve

Disapprove

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Chair/School Director

\_\_\_\_\_  
Approval Date

Comment(s) by Dean

Approve

Disapprove

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Approval Date

Signatures:

Applicant: \_\_\_\_\_

Date \_\_\_\_\_

Department Budget Coordinator: \_\_\_\_\_

Date \_\_\_\_\_

College Budget Manager: \_\_\_\_\_

Date \_\_\_\_\_