



September 7, 2007

MEMORANDUM

TO: Vice Presidents, Council of Deans, Department Chairs, and Academic Directors

FROM: Committee on Faculty Sabbaticals

RE: Faculty Sabbaticals to be Effective 2008/2009

The University Committee on Faculty Sabbaticals invites applications for one-semester sabbaticals at full pay and two-semester sabbaticals at one-half pay to be effective academic year 2008/2009. Applications are due in the Office of the Dean of the Faculties by Friday, **October 12, 2007**. Sabbatical leaves are made available to tenured faculty members covered by the FSU/UFF collective bargaining agreement who meet requirements set forth in the policies governing the Faculty Sabbatical Program. Such leaves are granted to increase a faculty member's value to the University through enhanced opportunities for professional development, research, writing, or other forms of creative activity.

The policies governing the sabbatical program as provided by the FSU/UFF Collective Bargaining Agreement are outlined in this memorandum and the required forms are attached. A condensed one-page memorandum is being sent to all potentially eligible tenured faculty members informing them of the program and asking those interested in applying to obtain the more detailed memorandum and forms from the Office of the Dean of the Faculties website at <http://dof.fsu.edu/> under *Faculty Development* or to contact their department chair or dean to obtain them. We appreciate your assistance in making this information available to your eligible faculty.

Eighteen (18) one-semester sabbaticals at full pay and an unlimited number of two-semester sabbaticals at one-half pay are available to be awarded during the 2007/2008 process for academic year 2008/2009. At least one one-semester sabbatical at full-pay is provided for each forty (40) eligible faculty members, subject to the conditions set forth in the FSU/UFF Collective Bargaining Agreement. Although the University provides the opportunity for sabbaticals, no additional funds are provided to replace the faculty members who go on leave. It usually falls to colleagues of the absent faculty member to help assume the responsibility of ensuring that her or his essential duties do not go unattended. However, for two-semester sabbaticals at half-pay, OPS funds may be converted from the unused salary half-line of the sabbatical to appoint extra teaching assistance.

Eligibility

Full-time tenured faculty members covered by the FSU/UFF Collective Bargaining Agreement with at least six years of full-time service are eligible for faculty sabbaticals. A faculty member who has taken a sabbatical leave is not normally eligible for another sabbatical until she or he has completed at least six years of full-time service following the previous sabbatical leave. One may apply or re-apply at the beginning of the sixth year of service for a sabbatical to be effective the seventh year.

Application and Selection

Eligible faculty members may apply for one-semester sabbaticals at full pay or two-semester sabbaticals at one-half pay, or they may apply for both types, although only one type can be awarded. The request for both types may be included in the same proposal. Applications are submitted through the department chair and academic dean, who each recommends approval or disapproval. The dean forwards the application to the University Committee on Faculty Sabbaticals via the Dean of the Faculties. If either the department chair or academic dean recommends disapproval, the reason(s) is stated on the back of the *Faculty Sabbatical Application Cover Sheet*. The deadline for submitting applications is Friday, **October 12, 2007**.

The sabbatical application consists of the *Faculty Sabbatical Application Cover Sheet*, the *Supplement to Cover Sheet* (if applicable), a two- or three-page sabbatical proposal, an up-to-date vita that includes the applicant's obligation to graduate students, and the form entitled *Summary of Assignments of Responsibilities and List of Courses Taught*. The proposal should describe the program and activities to be followed while on sabbatical, the expected increase in value of the faculty member to the University and the faculty member's academic discipline, and the specific results anticipated from the leave. If the faculty member is applying for a one-semester sabbatical, the *Supplement to Cover Sheet* must be completed, which will be seen by the Committee after their review and ranking of the one-semester sabbatical applications and will be used for awarding a two-semester sabbatical if a one-semester sabbatical is not available.

The University Committee on Faculty Sabbaticals is elected by and from the faculty members eligible for sabbatical leave to review applications and to submit a ranked list of recommendations to the President. In ranking the applicants, the Committee considers the benefits of the proposed program to the faculty member, the University, and the profession. They also consider the equitable distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within the University, the length of time since the faculty member was relieved of teaching duties for the purpose of research and other scholarly activities, and the length of service since previous sabbatical or initial appointment in ranking the applicants. The President will make appointments from the list and will consult with the Committee prior to making an appointment that does not follow the committee's ranking.

Available sabbatical leaves will be granted unless it is determined that the conditions for a leave have not been met or that departmental/unit staffing considerations preclude such leave from being granted. In this latter instance, the faculty member will be provided the leave the following year, or at a later time as agreed to by the faculty member and the University. The period of postponement will be credited for eligibility for a subsequent sabbatical leave. No more than one faculty member per ten in a department/unit need be awarded a sabbatical leave at the same time. If a department or college chooses to rank their applications, please send these rankings separately to Dean Rowe.

Conditions of the Sabbatical Program

1. While on sabbatical, the faculty member's salary will be one-half pay for two semesters (one academic year) or full-pay for one semester.

September 7, 2007

Faculty Sabbaticals to be Effective 2008/2009

Page 3

2. Contributions normally made by the University to retirement and social security programs will be continued on a basis proportional to the salary received. University contributions normally made to faculty insurance programs and any other faculty benefit programs will also be continued during the leave.
3. Eligible faculty members will continue to accrue annual and sick leave on a full-time basis during the leave.
4. While on leave, a faculty member will be permitted to receive funds for travel and living expenses, and other leave-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts or grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the faculty member'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 not more than 125% of the faculty member's current year salary rate. Employment unrelated to the purpose of the sabbatical leave is governed by the provisions and policies regarding Conflict of Interest and Outside Employment and Activities (<http://dof.fsu.edu/generalinfo.htm> under University Policies).
5. The faculty member must return to University employment for at least one academic year following participation in the program. Agreements to the contrary must be put in writing prior to the sabbatical and approved by the Dean of the Faculties. Return to the University of salary received during the program will be required in those instances where neither of the above is satisfied.
6. The faculty member must, within sixty (60) days after the start of the next semester following the leave, provide a written report of no fewer than 900 words describing the faculty member's accomplishments during the leave to the Dean of the Faculties. This report should be submitted via e-mail attachment to Linda Gross (lgross@admin.fsu.edu) and is to include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the University, and research or other scholarly work produced or expected to be produced as a result of the sabbatical. The faculty member is also to provide a copy of this report to the department chair and dean for use in the annual evaluation process.

Please direct any questions that you may have to the Office of the Dean of the Faculties, 644-6876.

cc: President Wetherell
Provost Abele

Attachments