



Open Meeting on Sabbatical Leave
May 1, 2018

One Hundred and Thirty-One Years of Supporting Faculty Sabbatical Leaves

KU has a long history of supporting faculty development through sabbatical leaves. The university awarded its first sabbaticals in 1887, just seven years after the first documented sabbatical leaves in the U.S. were awarded at Harvard University in 1880. Included in the scope of the KU sabbatical leave program are in-depth study in one's field of expertise and in related fields; research projects; development of new teaching materials and concepts; development of the use of technology to enhance teaching; preparation of a manuscript, a book, a play; or other scholarly or creative activities in one's discipline and in related disciplines.

The policy of the University regarding sabbatical leaves is governed by the regulations of the Kansas Board of Regents, which can be found at the following web site:

<https://www.kansasregents.org/resources/PDF/About/BoardPolicyManual.pdf> (page 52)

Number of Sabbaticals Awarded

- Following Regents' policy, the number of sabbaticals that can be awarded each year is limited to 4% of the total number of sabbatical-eligible positions.
- Last year we were able to award 54 sabbaticals.

Eligibility

In accordance with Regents' policy and University of Kansas guidelines, a faculty or academic staff member must meet the following criteria to be eligible for sabbatical leave:

- a) The faculty applicant must have tenure before the sabbatical is taken, but may apply for sabbatical leave during the promotion and tenure review year.
- b) The academic staff applicant must be supported by a 1.0 FTE state-funded position.
- c) The applicant must have six academic-years of full-time service in a regular (tenure-track or tenured) faculty or sabbatical-eligible unclassified academic staff appointment at the University of Kansas. The years of service do not need to be consecutive. To compute your years of service, subtract academic years on partial or full leave without pay from the calculation of years of sabbatical service. *Note: a one semester leave is counted as one academic year for sabbatical eligibility-calculation purposes.*

Required Unit Support

An applicant's initial review unit and, if applicable, intermediate review unit must be able to support the applicant's instructional and other responsibilities in order for the applicant to be considered for a sabbatical. Therefore, applicants are encouraged to discuss their sabbatical plans with their unit heads before submitting an application. If the chair, director, and/or dean indicate that the applicant's responsibilities cannot be covered during the sabbatical period, the application cannot move forward to the next level of review.

Evaluation

Under [Faculty Senate Rules and Regulations Article VIII](#) (FSRR), the University Committee on Sabbatical Leaves (UCSL) is assigned the responsibility of evaluating all sabbatical leave applications. UCSL is charged to evaluate each sabbatical leave application on three primary criteria (1) the value and benefits of the sabbatical plan to the applicant's professional goals and the university mission; (2) the applicant's record of teaching, service and scholarly/creative endeavor; and (3) the applicant's use of past sabbaticals.

Application

The application and evaluation information is available on the Faculty Development web site:

<http://facultydevelopment.ku.edu/sabbatical>

Below are the deadlines for submission of applications to Schools, the College, and the Office of Research:

Architecture & Design	Friday, August 17, 2018
Business	Monday, September 17, 2018
College of Liberal Arts and Sciences	Monday, September 10, 2018 by Noon
Education	Monday, October 15, 2018
Engineering	Monday, September 17, 2018
Journalism	Friday, September 28, 2018
Law	Friday, September 28, 2018
Libraries	Monday, September 24, 2018
Music	Friday, September 14, 2018
Office of Research	Monday, August 20, 2018
Pharmacy	Wednesday, September 19, 2018
Social Welfare	Monday, August 20, 2018

Departments or units will establish earlier dates for submitting applications to allow for peer review, initial-level evaluation, and endorsement before forwarding the application to the school, college, or Office of Research for intermediate review. Under FSRR Article VIII, any eligible faculty or academic staff member may submit an application for a sabbatical leave without the endorsement of the departmental chairperson, dean, or director. Such applications must reach the Office of the Provost by **Friday, August 31, 2018, at 5 p.m.** These applications will be referred to the appropriate department/unit and/or school where they will be evaluated in the same manner as other sabbatical leave applications.

All schools, the College and the Office of Research must forward the sabbatical applications to the Office of the Provost no later than Thursday, **November 1, 2018 at 5:00 p.m.**

Applications received after the published deadlines (the department, school/college, research office, or university) or incomplete applications will not be accepted for review.

Questions:

Contact the Office of Faculty Development at facultydev@ku.edu or by calling us at 785-864-4912