



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-180.3, FACULTY SABBATICAL LEAVE

Covered Individuals: Faculty

Strategic Priority: SP 2.1.b

Covered Locations: All locations

HLC: Criterion 3

Effective Date: 6/7/2022

Consultations: CAO, Director of MVA (Midwest Region), Executive Director of FS, Registrar, Faculty (Academic Affairs Committee), ,

POLICY STATEMENT

To offer a sabbatical program that enhances the professional growth of the Faculty. The University encourages its faculty to participate in periodic sabbaticals with the expectation that the sabbatical experience will help faculty members develop as teachers and professionals and that such development will directly benefit the University and its students.

In exchange for having a sabbatical program to enhance professional growth, faculty members will be held accountable for accomplishments achieved during the sabbatical experience through structured reporting activities.

PURPOSE

To define and present the faculty sabbatical leave process at Upper Iowa University (UIU or "university").

DEFINITIONS

Sabbatical leave – a leave of either one semester or one year during which a faculty member suspends all or most university duties typically associated with his/her position, including teaching and committee appointments, and is expected to engage in a significant project related to his/her professional growth.

POLICY IMPLEMENTATION

Eligibility

- A. Tenured Faculty of UIU, after six (6) years of full-time teaching, are eligible to apply for a sabbatical leave. When appropriate, approval of the sabbatical application is conditional upon the granting of tenure, as well as meeting the other criteria for approval.
- B. Eligibility for a subsequent sabbatical is earned when the applicant has served six (6) years of full-time equivalent teaching after completion of the previous sabbatical.
- C. Priority in scheduling approved sabbatical leaves is based on seniority if resources do not permit scheduling all requests in a given year. Approved sabbaticals that cannot be accommodated within a particular year are normally given priority in the following year.
- D. In rare and exceptional circumstances, a faculty member may, in order to take advantage of a unique opportunity, apply for sabbatical leave before accruing the required six (6) years of full-time teaching. Should such an early sabbatical be granted, the required eligibility period for the

faculty member's next sabbatical will be lengthened by the time omitted from the foreshortened period.

Duration

- A. Eligible tenured Faculty may apply for a sabbatical leave for one contracted academic year (would imply: two semesters based on a 9-month contract or three semesters based on a 12-month contract) or a one-semester leave (two sessions).
- B. Sabbatical leave periods count toward the temporal requirements for promotion.

Compensation

- A. Full-year sabbatical leave:
 - 1. If the leave is for one full academic year, the faculty member will receive 75% of the salary the faculty member would have received in that academic year.
 - 2. Benefits: Medical benefits, long-term disability, life insurance, and tuition remission will continue as if in regular status. Social Security and the appropriate percentage for TIAA-CREF will be paid on the wage income received. The faculty member will not be covered by workers' compensation.
- B. One-semester sabbatical leave: 100% of salary, medical benefits, long-term disability, life insurance, and tuition remission. Social Security and the appropriate percentage for TIAA-CREF will be paid on the salary received. The faculty member will not be covered by workers' compensation.
- C. Faculty sabbaticals may receive external support in the form of a grant, salary, scholarship, or fellowship. The salary may not exceed 125% of a faculty member's base salary during their contracted period. Compensation outside the faculty member's contracted period is permitted but is subject to the Outside Employment Policy.

Criteria

- A. Probable contribution of the proposed activity to the college, the department, the profession, and/or the professional development of the applying Faculty.
- B. Activities in a sabbatical may include, but are not limited to:
 - 1. research at another college, University, or research institute;
 - 2. research at UIU;
 - 3. practical experience in one's profession;
 - 4. government or nonprofit organization service;
 - 5. performances or exhibitions.

Responsibilities

- A. Completing the Faculty Sabbatical Leave Notification of Intent Form. The form asks the faculty member to declare their intent to take a sabbatical leave. Additionally, the faculty member should outline goals to be accomplished and over what time frame, as well as arrangements to cover the applicant's courses while on sabbatical. Financial impacts will be taken into consideration and should be included in as much detail as is available at the time. The intent is to promote careful planning to minimize the need for replacements for the faculty member on leave and reduce financial implications for the University. This form is to be signed off by the applicant's Department Chair prior to submission to the Chief Academic Officer (CAO) according to the timeline below. A sign-off by the CAO indicates authorization to complete the Application for Faculty Sabbatical Leave Form and indicates that the plan is financially viable.
- B. Completing the Application for Faculty Sabbatical Leave Form. The authorized Faculty Sabbatical Leave Notification of Intent Form should be included with this application as well. The application shall describe the nature and purpose of the activities to be undertaken as well as the anticipated benefits to the applicant and/or the University. Furthermore, the application shall

demonstrate that reasonable preparations have been made to ensure that the proposed activities are feasible and worthy of support. Financial impacts will be taken into consideration and should be included in the application. The Committee on Tenure, Promotion, and Review evaluates applications based on the merits of the proposed activities, the availability of funds, and institutional needs.

- C. Continued employment at UIU for one year following a half-year sabbatical or two years following a full-year sabbatical. Faculty resigning prior to completing this term of employment will repay a prorated portion of the salary and benefits that were received during the sabbatical. Arrangements will be made with Human Resources regarding repayment of the prorated salary portion remaining.
- D. Carrying out the activities listed in the sabbatical proposal. If there is a desire to undertake a different set of activities, this can only be done with the written consent of the CAO.
- E. Reporting all anticipated leave-related income in the original application and any subsequent leave-related income thereafter to the CAO. If the sum of any remuneration received related to the leave and the University's contribution exceeds 125% of the participant's regular salary, the University's contribution will be reduced.
- F. Resigning from all committee and university activities if the faculty member is on a full-year sabbatical. The recipient will not volunteer for, nor be asked to, assume departmental or University responsibilities, including serving as an academic advisor, other than to focus on activities of the sabbatical. Depending on the nature of the half-year sabbatical, limited participation in these activities may be possible, but such participation should be outlined by the faculty member in the notification of intent.
- G. Writing a report on the recipient's activities during the time of the sabbatical. This report should be submitted with a faculty member's annual self-evaluation in the case of a one-semester sabbatical or as the annual self-evaluation in the case of a one-year sabbatical. The application and report will be included in any future application for another sabbatical.
- H. Structured reporting, either by writing or speaking to appropriate Faculty and/or student groups about the applicant's activities during the sabbatical at designated events during the academic year following the completion of the sabbatical.

Timeline

- A. Faculty members wishing to apply for a sabbatical will need to plan at least 1.5 years in advance. In the *calendar year* prior to the sabbatical request, Faculty requesting sabbatical leave would submit the Faculty Sabbatical Leave Notification of Intent Form to the CAO by April 1 or the next business day. The CAO has until April 30 or the next business day to sign off on the form.
- B. Applications for sabbatical leave requests guided by the Application for Faculty Sabbatical Leave Form are due by October 1 or the next business day to the Committee on Tenure, Promotion, and Review in the *academic year* prior to the sabbatical request.
- C. The Committee on Tenure, Promotion, and Review will review sabbatical leave requests and make recommendations to the CAO by November 1 or the next business day of that same academic year. The CAO, in turn, makes a recommendation to the President by November 15.
- D. The President will provide a recommendation to approve or deny sabbatical leaves to the BOT by January 15 or the next business day of that same academic year.
- E. The BOT will make a final approval or denial of the sabbatical at their Winter meeting and will notify the applicant by March 1.
- F. Reports of the sabbatical are due by October 1 or the next business day in the academic year following the conclusion of the sabbatical to the Office of Academic Affairs. Reporting to Faculty or student groups should be completed by the end of the first semester in the academic

year following the conclusion of the sabbatical.

Planning

As indicated above, sabbatical leaves should be planned carefully to minimize the need for replacements for the faculty member on leave. Arrangements to cover the applicant's courses while on sabbatical must be discussed with the applicant's Department Chair and the CAO as part of their role in the application procedure.

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-180.3.A, Faculty Sabbatical Leave Notification of Intent Supplemental Form
AA-180.3.B, Application for Faculty Sabbatical Leave Supplemental Form
HR-312, Outside Employment Policy

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-180.3	12/17/2025 (PC approved)	Removed the Dean step, updated VPASA to CAO, adjusted duration per UPC guidance, and requested HR verification of compensation.
AA-180.2	2/6/2024 (PC approved)	Revised language to remove reference to schools, school deans, and the Faculty Development and Welfare Committee.
AA-180	6/7/2022 (BOT)	New policy