Sabbatical Procedures
College of Engineering and Applied Science
Updated November, 2015

The Application for Sabbatical Leave forms and the Sabbatical Leave Report are located on the Faculty Affairs web site (https://facultyaffairs.colorado.edu/forms/faculty-request-forms-for-download#STU).

After six years of service to the University on regular appointment, a tenured member of the faculty shall be eligible to apply for a sabbatical assignment in the seventh year. It is expected that the faculty member will use the sabbatical assignment in a manner that will enhance his/her scholarly and/or teaching competence and potential for service to the University in addition to advancing department or program goals. A sabbatical is a privilege granted by the University for the advancement of the University, subject to the availability of resources. A sabbatical assignment is an important tool in developing academic scholarship and is a time for concentrated professional development. University policy on sabbatical eligibility can be viewed at: http://www.cu.edu/regents/Policies/Policy5A.htm

Specific rules and procedures regarding the grant of sabbaticals:

A. A tenured faculty member shall become eligible after six years (12 semesters) of service to the University (i.e., in the seventh year). In order to be eligible for a subsequent sabbatical, a faculty member must serve for six more years (12 semesters) after return from the previous sabbatical. Faculty must be tenured before taking a sabbatical but time served prior to receipt of tenure counts toward the 12 required semesters of service.

B. Eligible faculty members seeking approval for a sabbatical must submit a specific plan for the sabbatical. This plan must:

1) describe the project's academic objectives, including its contribution to the faculty member's professional growth and expertise;
2) provide a clear work plan;
3) demonstrate the congruence of the proposal's objectives to the academic and/or pedagogical goals of the department;
4) specify its contribution to enhancing the University's reputation; and
5) describe its contribution to the educational experience of the students.

Each plan must be approved by the department chair or an appropriate departmental committee, by the dean of the college, and by the Provost. Applications for a fall sabbatical should be submitted to the department chair by the end of January of the previous spring. Applications for a spring sabbatical should be submitted to the department chair by the end of July of the previous fall.

C. If approved, the faculty member's request will be forwarded via the Chancellor's and President's offices for approval by the Board of Regents.
D. If a faculty member on sabbatical assignment finds it necessary or desirable to alter substantially the work plan or academic objectives of the sabbatical project, he/she must inform the department chair and dean in writing as soon as possible of the reasons for the proposed change and secure the department chair and dean's written approval for the revised plan.

E. During the first semester after returning to regular duties, the faculty member must file with the dean a substantive report of his/her work and accomplishments during the sabbatical. Both the plan for the sabbatical and the post-sabbatical report shall be public documents. Therefore, no proprietary information reflecting intellectual property issues should be included in these documents. Copies of the plan and the report must be kept on file by the dean. The dean’s office will maintain annual records of the number of sabbatical requests refused as well as those awarded. A summary report of all sabbaticals will be compiled annually by each Chancellor and submitted to the Board of Regents.

F. To be eligible for subsequent sabbaticals, a faculty member must demonstrate that s/he substantially met the academic goals stated in his/her previous sabbatical plan.

G. Remuneration for the sabbatical assignment will be full salary for one semester or half salary for two semesters. For purposes of annual merit evaluation, the efforts and accomplishments of a faculty member on sabbatical or faculty fellowship primarily related to research for one semester in a calendar year is normally assigned weightings of 10% teaching, 80% research and 10% service for that semester, or 25% teaching, 60% research, and 15% service for the entire year when combined with a standard semester.

H. In accepting a sabbatical assignment, the faculty member shall agree to return to the University for at least one year thereafter. In case the faculty member is responsible for terminating his/her connection with the University within the period of one year after expiration of the sabbatical, the individual shall refund the sabbatical remuneration to the University on a prorated basis, except in exceptional circumstances, including permanent disability or death, wherein neither the individual not the heirs shall be obligated to refund any part of the amount paid while on sabbatical.

I. If he/she chooses a one-semester sabbatical assignment with full-pay, a faculty member may not then receive any additional salary. If, however, the individual chooses to take a two-semester assignment at half salary, he/she may accept a part-time salary or fellowship, provided that the total stipend for this period does not exceed the academic-year salary. (The one-sixth rule may be assumed to apply here as it does to regular employment.) It is expected that faculty members applying for sabbatical assignments will also apply for external funding to the extent that it is available. In the case that the faculty member obtains external funding, University support will be reduced so that the faculty member's total salary is within the guidelines stated above. (Also see the College of Engineering and Applied Science’s Sabbatical Supplement Program at: http://www.colorado.edu/engineering/sites/default/files/Sabbatical_Supplement_Program.pdf)
J. In the event that two or more members of a department simultaneously become eligible for sabbatical assignments, and it becomes necessary to limit the number of sabbaticals in the department, the order of succession shall be determined by agreement within the department. Priority will be based upon the quality of the sabbatical plan, its immediate relevance to departmental goals, and the length of time since the last sabbatical. The Chancellor and the Vice Chancellor for Academic Affairs will have the power to resolve special problems of eligibility.

K. Leaves without pay and other leaves from campus shall pause the sabbatical clock to the nearest full semester. Faculty who accept a Faculty Fellowship shall have their sabbatical clocks reset to zero upon returning to regular duties following the sabbatical.

Questions concerning the sabbatical or faculty fellowship policies should be addressed to the department chair or dean, as appropriate.