

Part 3:
DEPARTMENT CHAIR/UNIT HEAD
PLAN FOR COVERAGE AND REMUNERATION

Based on the corresponding CU System [APS 1024](#), the dean of the school/college shall ensure that the costs associated with the sabbatical are covered, including teaching replacement expenses. The dean may suspend a sabbatical if funding is not available in the school/college. Remuneration (from university resources such as state funding, university administered grants or contracts, or any other university managed sources) for the sabbatical assignment shall be as follows: for full-time faculty on nine-month appointments, either full salary for one semester or half salary for two semesters; for full-time faculty on 12-month appointments, six months full salary or 12 months half salary. Please note that remuneration from university-managed funds or university-administered grants or contracts should not exceed 100% of the faculty member's base salary in the case of full-pay sabbaticals, or 50% in the case of half-pay sabbaticals. For two-semester sabbaticals, remuneration sourced from General Funds (Fund 10) should not be used to supplement a half-salary. Stipends for administrative duties, such as chair or center director stipends, are not included in "base salary" and shall not be taken into account in calculating the individual's salary while on sabbatical.

- (11) Describe the plan for coverage of the faculty member's teaching responsibilities and replacement of teaching expenses. If it is known at the time this application is being made, include specific course names or numbers to be replaced each semester.

Each course in the [REDACTED] department can be taught by multiple faculty. When teaching assignments are made for the 26/27 academic year, Professor [REDACTED] sabbatical will be taken into account and any course that [REDACTED] might have been assigned to teach will be taught either by a different faculty member (no funds required) or by a Lecturer that the department hires for the semester (Lecturer funds would be requested). We will not cancel any course due to the sabbatical. The course schedulers for the department have been consulted already about this so that they are aware.

- (12) If the applicant is in an additional administrative position (e.g., chair or director), indicate how the administrative responsibilities will be covered.

Professor [REDACTED] nominal term as chair is over in summer 2026. Either Professor [REDACTED] will no longer be chair of the [REDACTED] department at the time of [REDACTED] sabbatical or, if [REDACTED] is selected to serve a second term as chair, the [REDACTED] department will appoint an interim chair to cover [REDACTED] duties for the duration of the sabbatical.