

SABBATICAL LEAVE POLICY

The Office of Research and Partnerships (ORP) follows the guidelines for sabbaticals established by the University of Arizona Vice Provost for Faculty Affairs. Sabbatical leave may be granted within the discretion of the administration to eligible individuals with tenure or continuing status, who have served on full-time continuous fiscal or academic year appointments for a period of not less than six years. Time served in excess of six years may not be accumulated toward future sabbaticals (see UHAP 8.03.02 (<http://policy.arizona.edu/employmenthuman-resources/sabbatical-leave>)). Career Track employees are not eligible for sabbatical leave.

Sabbatical Leave Instructions

Sabbatical leave proposals are reviewed annually for sabbaticals to be taken in the following academic year. Submit all documents in a single PDF format to ORP for review by the advisory committee and the Senior Vice President for Research and Partnerships. The deadline for submission is the first Monday of November each year. Final approval occurs in the Office of the Senior Vice President. A candidate whose sabbatical proposal is rejected by the Senior Vice President has the right to appeal to the Provost's Sabbatical Leave Advisory Committee.

Complete the [application form for sabbatical leave](https://facultyaffairs.arizona.edu/sites/default/files/application_for_sabbatical_leave.docx)

(https://facultyaffairs.arizona.edu/sites/default/files/application_for_sabbatical_leave.docx) and obtain the required signatures.

Also include:

- A description of the proposed program for the sabbatical. Include the goals to be attained, travel plans, and the benefits to the applicant and the university.
 - Programs that include an [Outside Commitment require an approved Conflict of Interest \(COI\) form](https://research.arizona.edu/compliance/office-responsible-outside-interests) (<https://research.arizona.edu/compliance/office-responsible-outside-interests>). See further guidance [here](https://facultyaffairs.arizona.edu/guidance-consulting-and-other-outside-employment): (<https://facultyaffairs.arizona.edu/guidance-consulting-and-other-outside-employment>)
- Travel plans that state whether additional trips will be required once the individual reaches the sabbatical destination. Documentation needs to specify how the trip(s) are related to the sabbatical research, whether reimbursement will be requested from the department by the individual, what the estimated cost will be of all travel plans, and what the source of all of the funds will be.
- A Curriculum Vitae not to exceed ten pages. Follow the format for promotion, with the emphasis on material for the last six years.
- The department head's evaluation.
- At least one additional letter of evaluation should accompany the application to the Senior Vice President's advisory committee.

The Sabbatical Report

At the end of the second semester following a sabbatical leave, faculty are to submit a report to their department head and the Senior Vice President. The sabbatical report will be in two parts.

- Provide the objectives and results of the sabbatical project. If the objectives of the original sabbatical project have changed, provide an explanation.
 - This section of the report will be used by the Senior Vice President office to compile a summary report on all sabbaticals and their results within the college to be distributed to the faculty.
 - The report also will be used by the head and Senior Vice President as part of the normal annual performance review of the succeeding year.
- Summarize the results of the sabbatical project and how they are of interest to the general public.

The Senior Vice President will submit the sabbatical report to the Vice Provost for Faculty Affairs for review in January.

Please direct questions and route documents to Jennise Taylor at jenniset@arizona.edu / 626-9422.