



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

<b>Proposed Policy Number and Title: 640 Faculty Sabbatical Leave</b>		
Existing Policy Number and Title: 640 Faculty Sabbatical Leave		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>Stage 4, February 13, 2025</u>
<b>President's Council Sponsor:</b> <u>Wayne Vaught /Wioleta Fedeczko</u> Ext. _____
<b>Policy Steward:</b> <u>Kat Brown/Alan Parry</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>04/12/2018</u></p> <p><b>University Entities Review</b> Entrance Date: <u>2/8/2024</u> Close Feedback: <u>4/4/2024</u></p> <p><b>University Community Review</b> Entrance Date: <u>11/14/2024</u> Open Feedback: <u>11/14/2024</u> Close Feedback: <u>11/21/2024</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>12/12/2024</u> Approval Date: _____</p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Faculty Sabbatical Leave	<b>Policy Number</b>	640
<b>Section</b>	Academics	<b>Approval Date</b>	
<b>Subsection</b>	Faculty	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Provost and Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1 1.1 Utah Valley University understands the significance of professional development, scholarly  
2 work, and creative endeavors for tenured faculty. To promote faculty members' effectiveness as  
3 instructors and to keep them updated in their respective fields, UVU offers sabbatical leave.  
4 Sabbatical leave provides qualified, tenured faculty with the chance to pursue scholarly, creative,  
5 and pedagogical activities, enhancing their ability to contribute to the University. Sabbatical  
6 leave is not a faculty benefit; it is a program for professional development and creativity that  
7 benefits the entire educational enterprise. [The University grants sabbatical leave to support this](#)  
8 [purpose.](#)

### 2.0 REFERENCES

- 9 2.1 Utah Board of Higher Education Policy R821 *Employee Benefits*
- 10 2.2 UVU Policy 114 *Conflict of Interest and Commitment*
- 11 2.3 UVU Policy 361 *Employee Leave*
- 12 [2.4](#) UVU Policy 632 *Advancement in Academic Rank* [Advancement](#)
- 13 ~~2.4~~ [2.5](#) UVU Policy 633 *Faculty Performance Evaluation and Feedback*
- 14 ~~2.5~~ [2.6](#) UVU Policy 654 *Faculty Merit* [Awards](#) [Pay](#)

### 3.0 DEFINITIONS

15 3.1 Academic [employment service](#): Cumulative amount of full-time employment time since the  
16 start of the date of hire into a full-time faculty position at UVU, or the amount of time since the  
17 completion of the last sabbatical leave.



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18 **3.2 Annual salary:** Annual faculty base salary, which does not include compensation for other  
19 assignments such as overload, administrative stipends, or summer contracts.

20 ~~**3.3 College/school sabbatical review committee:** A college level committee made up of  
21 tenured, full-time faculty members from that college or school, which conducts the first college-  
22 level evaluation of sabbatical leave proposals.~~

23 **3.43.3 Employment service:** Any activity or duty that is required or requested as a normal part  
24 of a full-time faculty member's employment with the exception of required trainings [and faculty](#)  
25 [annual reviews](#). This includes, but is not limited to, teaching, scholarship, and service.

26 **3.53.4 Good Standing:** The status of an employee who has no disciplinary action imposed or  
27 pending and has completed all mandatory trainings [and faculty annual reviews](#).

28 **3.63.5 Sabbatical leave:** A paid leave of absence for one or two semesters for a faculty  
29 member's professional development and/or scholarly and creative works.

30 **3.73.6 Sabbatical leave proposal:** *Faculty Sabbatical Leave Proposal Application Form* and  
31 accompanying documentation prepared by a faculty member that details their goals and purpose  
32 for a sabbatical leave.

33 ~~**3.8 Sabbatical Leave Protocol:** Contains the procedures for requesting and reporting sabbatical  
34 leave.~~

35 ~~**3.93.7 Faculty Sabbatical [Leave Template](#):** A standard template used across the University for  
36 sabbatical leave.~~

37 ~~**3.103.8 Sabbatical leave report:** A written report prepared by a returning faculty member  
38 describing and evaluating their activities during their sabbatical leave period. Faculty use the  
39 *Faculty Sabbatical [Leave Template](#)* to prepare this report.~~

### 4.0 POLICY

#### 40 **4.1 Eligibility**

41 **4.1.1** Utah Valley University's sabbatical leave program is available to all tenured faculty  
42 members in good standing with a total of at least six years of academic [employmentservice](#) to  
43 UVU. [The status as a UVU full-time employee must be continuous.](#)

44 **4.1.2** Time spent under *Family Medical Leave Act (FMLA)* leave is counted toward academic  
45 [employmentservice](#). Voluntary leaves of absence do not count toward academic  
46 [employmentservice](#).



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47 **4.1.3** After completing a sabbatical leave, a faculty member shall again become eligible for  
48 another sabbatical leave after an additional six years of academic [employment service](#) to UVU,  
49 no matter the length of the sabbatical leave taken.

50  
51 **4.1.4** Upon recommendation of the department chair and the dean, the Provost may waive the  
52 basic eligibility criteria when, in their judgment, unusual conditions exist that justify granting a  
53 sabbatical leave. This may include time-sensitive matters such as when proposals need advance  
54 confirmation or similar situations.

### 55 **4.1.4**

56 ~~**4.1.5** Departments have a responsibility to ensure that eligible tenured faculty are given the~~  
57 ~~opportunity to take sabbatical leave. Sabbatical leaves are subject to the availability of~~  
58 ~~department hourly budget funds for hiring part-time replacement instructors, which may limit the~~  
59 ~~number of sabbatical leaves approved each year.~~

## 60 **4.2 Length and Compensation**

61 **4.2.1** A sabbatical leave consists of one or two semesters ~~of leave in the academic year~~ following  
62 the approval of a sabbatical leave proposal. ~~In the case of early approval, the approved sabbatical~~  
63 ~~leave need not be in the academic year following the approval of the proposal.~~

64 ~~**4.2.2** The college/school and department shall work together to fund the sabbatical leave and the~~  
65 ~~costs of instructional replacement during the faculty member's absence.~~

66 ~~**4.2.3**~~**4.2.2** For a one-semester leave, the faculty member shall be compensated at 100 percent of  
67 their annual base salary, prorated for one semester.

68 ~~**4.2.4**~~**4.2.3** For a two-semester leave, the faculty member shall be compensated at 80 percent of  
69 their annual base salary.

70 ~~**4.2.5**~~**4.2.4** A faculty member on sabbatical leave may accept a fellowship, assistantship, research  
71 grant, or any other form of employment or compensation so long as the corresponding time  
72 commitment does not conflict with the faculty member's ability to complete the goals approved  
73 in their sabbatical leave proposal. Any employment, compensation, or time commitment that is  
74 not ~~directly~~ related [directly](#) to the proposed sabbatical leave should be reported via the *Conflict-*  
75 *of-Interest Disclosure Form* in accordance with UVU Policy 114 *Conflict of Interest and*  
76 *Commitment*.

77 ~~**4.2.6**~~**4.2.5** A faculty member may also receive an allowance from non-UVU sources for  
78 transportation, housing, and/or cost-of-living differentials, etc.

79 ~~**4.2.7**~~**4.2.6** Any [additional](#) compensation or allowance acquired during a sabbatical leave ~~in~~  
80 ~~addition to the compensation provided by UVU~~ shall not affect the computation of the UVU  
81 compensation.



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82 ~~4.2.8 Sabbatical leaves are subject to the availability of department hourly budget funds for~~  
83 ~~hiring part-time replacement instructors, which may limit the number of sabbatical leaves~~  
84 ~~approved each year.~~

### 85 **4.3 Faculty Sabbatical Leave ~~Leave Protocol and~~ Template**

86 ~~5.1 The *Faculty Sabbatical Leave Protocol* details the procedures for taking a sabbatical leave~~  
87 ~~from the proposal to the post-sabbatical report.~~

88 ~~4.3.1 *The Faculty Sabbatical Leave Template* is a standardized form that faculty use to submit~~  
89 ~~their sabbatical leave proposal. Academic Affairs creates and maintains the *template, Faculty*~~  
90 ~~*Sabbatical Template.*~~

### 91 **4.4 Department Expectations During the Sabbatical**

92 ~~4.4.1 Faculty members currently on a sabbatical leave are considered unavailable to the~~  
93 ~~University, college, department, or any division and shall not be requested or required to teach,~~  
94 ~~provide any level of service at the university, or produce scholarly/creative works, except as~~  
95 ~~required by the sabbatical and in extenuating circumstances not normally expected of a full-time~~  
96 ~~faculty member.~~

97 ~~4.4.24.4.1 For the entire duration of the faculty member's sabbatical leave, their department shall~~  
98 ~~provide replacement instruction, as necessary.~~

99 ~~4.4.3 If circumstances warrant the early abandonment of a sabbatical, then the faculty member~~  
100 ~~and the department chair, in consultation with the dean and Provost, will determine how to return~~  
101 ~~the faculty member to regular status.~~

### 102 **4.5 Employment Status while on Sabbatical Leave**

103 ~~4.5.1 Faculty members currently on a sabbatical leave are considered unavailable to the~~  
104 ~~University, college, department, or any division and shall not be requested or required to teach,~~  
105 ~~provide any level of service at the University, or produce scholarly/creative works, except as~~  
106 ~~required by the sabbatical and in extenuating circumstances not normally expected of a full-time~~  
107 ~~faculty member.~~

108 ~~4.5.14.5.2 While on sabbatical leave, faculty members retain UVU benefits and maintain their~~  
109 ~~eligibility for all general or special adjustments in salary. Merit pay in the year in which the~~  
110 ~~sabbatical leave is taken is addressed in UVU Policy 654 *Faculty Merit Awards Pay*.~~

111 ~~4.5.24.5.3 While on sabbatical leave, a faculty member may not provide any employment service~~  
112 ~~to UVU for additional compensation. Summer teaching and research is allowed if the sabbatical~~  
113 ~~leave is for the Fall and/or Spring semesters.~~



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114 ~~4.5.34.5.4~~ While on sabbatical leave, faculty members remain employees of the University and  
115 therefore, must complete annual trainings required of all employees by President's Council.

116 ~~4.5.44.5.5~~ Regardless of the semester(s) in which they are on sabbatical leave, a faculty member  
117 must complete the regularly scheduled annual review.

#### 118 4.6 Faculty Sabbatical Leave Report

119 4.6.1 Upon completion of their sabbatical leave, the faculty member has a professional duty to  
120 accurately document the results of their sabbatical leave in their next annual review. (See section  
121 ~~5.6 for the reporting procedure~~.)

#### 122 4.7 Deviations from the Objectives of a Faculty Sabbatical Leave Proposal

123 4.7.1 The department chair ~~and~~ dean must approve all deviations from the outcomes and/or  
124 objectives of the original sabbatical leave proposal prior to the completion of the sabbatical.

125 4.7.2 Any deviation that fundamentally changes the scope or duration of the sabbatical leave and  
126 projected outcomes must be approved by the department chair, the dean, the Provost, the  
127 President, and the Board of Trustees.

128 4.7.3 If the deviations are approved and the sabbatical meets the new objectives, the sabbatical  
129 shall be deemed *successful*.

130 4.7.4 If the deviations are not approved, and there is little to no evidence of sustained effort  
131 towards the objectives, the department chair ~~and~~ dean shall deem the sabbatical *unsuccessful*.  
132 The faculty member's *unsuccessful* sabbatical is addressed by the processes in UVU Policy 633  
133 *Faculty Performance Evaluation and Feedback*.

#### 134 4.8 Obligations to Return from a Sabbatical Leave

135 ~~4.8.1~~ If circumstances warrant the early abandonment of a sabbatical, then the faculty member  
136 and the department chair, in consultation with the dean and Provost, will determine how to return  
137 the faculty member to regular status.

138 ~~4.8.14.8.2~~ Upon completion of their sabbatical leave, a faculty member must return to academic  
139 employment at UVU for a period of time equal to the duration of the leave. If the faculty  
140 member does not return or returns for a shorter period of employment than required, UVU  
141 shall be entitled to a proportionate refund of the compensation, paid during the leave.

## 5.0 PROCEDURES

142 ~~5.25.1~~ Sabbatical Leave Application Process



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143 5.2.15.1.1 Faculty who are eligible for sabbatical leave according to section 4.1 will start the  
144 application process by requesting access to the appropriate UVU template system through their  
145 department Retention, Tenure, and Promotion (RTP) chair/dean. This must be done in accordance  
146 with the schedule in section 5.67. ~~Faculty that are not in good standing are not eligible to apply~~  
147 ~~for sabbatical leave.~~

148  
149 5.2.25.1.2 The department RTP chair/dean provides the names of faculty members who wish to  
150 apply for sabbatical leave to the director of faculty development.

151  
152 5.2.35.1.3 The faculty member requesting sabbatical leave must submit their application by the  
153 date in the table in section 5.67.

154  
155 5.2.45.1.4 Faculty must indicate whether they are subject to any NOIN (Notice of Improvement  
156 Needed) or PIP (Performance Improvement Plan) as part of their application. A faculty member  
157 may be denied sabbatical leave depending on the severity and nature of the PIP or NOIN.

158  
159 5.1.5 If a proposed sabbatical activity would require commitment before the established approval  
160 date, a faculty member may request to have their application reviewed early; the faculty member  
161 ~~shall~~must provide evidence that an early commitment is required. ~~Early requests shall and the~~  
162 ~~faculty member shall follow the procedure~~request access to the appropriate UVU template  
163 system as established in section 5.1.1.

164  
165 5.1.6 Late submissions, while rarely granted, are possible. If a proposed sabbatical activity  
166 presents itself after the published timeline, the faculty member shall submit a letter requesting  
167 and justifying the out-of-cycle request to the department chair. The department chair will make a  
168 recommendation to the dean, who will make a recommendation to the Provost and the Provost  
169 will make the final decision.

170  
171 5.2.55.1.7 If during the process the faculty applicant is no longer in good standing, then the  
172 sabbatical leave proposal will not continue in the process. The reviewer who discovers lack of  
173 standing will notify the faculty member and previous reviewers.

### 174 5.35.2 **University Criteria for Sabbatical Leave Proposals**

175 5.3.15.2.1 Sabbatical leave proposals will be assessed using the following criteria:

176 5.3.1.15.2.1.1 Consistency with the mission of a teaching institution;

177 5.3.1.25.2.1.2 Meaningful impact on faculty development as a teacher and scholar;

178 5.3.1.35.2.1.3 Potential to lead to improved pedagogical outcomes; and

179 5.3.1.45.2.1.4 Impact on the faculty member's discipline or industry.



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### 180 **5.45.3 Sabbatical Approval Process**

#### 181 **5.4.15.3.1 Overview**

182 **5.4.1.15.3.1.1** To gauge the merit of the proposal, all levels of review shall assess proposals  
183 using the university sabbatical criteria as defined in section 5.2.

184 **5.4.1.25.3.1.2** Recommendations made as part of the sabbatical approval process shall remain  
185 confidential.

#### 186 **5.4.25.3.2 Department**

187 **5.4.2.15.3.2.1** The department chair reviews the proposals, makes a recommendation to approve  
188 or deny the proposals, and then submits the proposals with their recommendations to the dean. In  
189 order to advance a proposal, the department chair must approve the departmental supplemental  
190 teaching plan that is part of the *Faculty Sabbatical Leave Template*. Departments should ensure  
191 that any required course is adequately managed.

192  
193 **5.4.2.25.3.2.2** ~~To ensure confidentiality, t~~The department chair shall forward to the dean only the  
194 number of approved proposals for which the department has funding.

195  
196 **5.4.2.35.3.2.3** In order to encourage clear selections, deans may require departments ~~are~~  
197 ~~encouraged~~ to create sabbatical leave criteria to help guide department chairs in this process.;

#### 198 **5.4.35.3.3 College/School**

199 **5.4.3.15.3.3.1** The dean or designee reviews the proposals and recommendations from the  
200 department chair.

201 **5.55.3.3.2** As part of the overall review of the sabbatical leave proposal, the dean also reviews  
202 the departmental supplemental teaching plan and either approves or rejects the plan. If the dean  
203 rejects the plan, the faculty member, chair, and dean must agree to a new supplemental teaching  
204 plan before the sabbatical proposal can advance. If the dean accepts the plan, no further action is  
205 needed, and the plan goes into effect only if the sabbatical proposal receives final approval from  
206 the President. ProvostBoard of TrusteesPresident; it is not evaluated at any other step.

207 **5.5.1.15.3.3.3** The dean makes a recommendation to approve or deny the proposals and submits  
208 the proposals to the Provost.

#### 209 **5.5.25.3.4 Provost**

210 **5.5.2.1** ~~If during the process the faculty applicant is no longer in good standing, then the Provost~~  
211 ~~denies the sabbatical proposal and provides reasoning to the faculty member, department chair,~~  
212 ~~and dean.~~





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213 ~~5.5.2.25.3.4.1~~ The Provost or designee reviews all proposals and recommendations forwarded by  
214 the dean, and makes a recommendation to approve or deny the proposals, and submits the  
215 proposals to the President.~~all remaining proposals with their recommendations.~~

216 ~~5.5.2.3~~ The Provost makes a recommendation to approve or deny the proposals and submits the  
217 proposals to the President.

### 218 ~~5.5.35.3.5~~ President

219  
220 ~~5.3.5.1~~ The President reviews all proposals and recommendations forwarded by the Provost, ~~and~~  
221 and in consultation with the Board of Trustees, makes a ~~recommendation~~ decision to approve or  
222 deny the proposals, ~~;~~

223 ~~and submits the proposals to the Board of Trustees.~~

224 ~~5.3.5.2~~ The President's Board of Trustees' decision is final.

225  
226 The President may only rescind the approval of the sabbatical and its corresponding funding if  
227 cuts to the university budget make sabbaticals unaffordable to departments or deans, if the  
228 faculty member falls out of good standing with the University, or if the University discovers that  
229 the faculty member submitted the sabbatical proposal under false pretenses.

### 230 ~~5.5.3.15.3.5.3~~

### 231 ~~5.5.4~~ Board of Trustees

232 ~~5.5.4.1~~ The Board of Trustees reviews all proposals and recommendations forwarded by the  
233 President ~~and to determines~~ which proposals to award.

234 ~~5.5.4.25.1.1.1~~ ~~The Board of Trustees' decision is final.~~

235  
236 ~~5.5.4.3~~ The Board of Trustees ~~may only rescind the approval of the sabbatical and its~~  
237 ~~corresponding funding if cuts to the university budget make sabbaticals unaffordable to~~  
238 ~~departments or deans, if the faculty member falls out of good standing with the University, or if~~  
239 ~~the University discovers that the faculty member submitted the sabbatical proposal under false~~  
240 ~~pretenses.~~

241  
242 ~~5.5.55.3.6~~ According to the dates in the table in section 5.6 the Provost's office shall notify  
243 candidates within fifteen (15) business days of the decision. In cases of denial, this notification  
244 shall include the reasons for the denial, ~~;~~ so that the faculty member may better prepare future  
245 proposals.

246  
247 ~~5.5.65.3.7~~ Any NOIN or PIP for a faculty member who has had their sabbatical leave approved  
248 will be placed on hold until after the sabbatical leave.



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### 249 **5.65.4 Early Sabbatical Approval**

250 **5.6.15.4.1** When external circumstances require faculty commitment far in advance of the  
251 proposed sabbatical term, faculty may submit their proposal early for advance approval. The  
252 department chair, the dean, and the Provost must approve the documentation of the need for  
253 early commitment, along with the sabbatical proposal. Aside from this additional documentation,  
254 the submission and approval process remain the same.

### 255 **5.75.5 Annual Review Ratings for Sabbatical Leave**

256 **5.7.15.5.1** Sabbatical leaves are reported as part of the annual review. Sabbatical leave reports  
257 are ~~distributed~~ submitted to the department chair at the ~~next~~ annual review following after  
258 completion of the sabbatical.

259 **5.5.2** The sabbatical leave report shall be reported through the faculty electronic submission  
260 platform; the report then becomes part of the faculty member's next annual review. In their  
261 annual review comments, the department chair shall indicate whether the sabbatical leave was  
262 successful based on the criteria.

263 **5.7.25.5.3** A sabbatical leave shall be deemed successful if the objectives outlined in the  
264 sabbatical leave proposal are met. A successful sabbatical shall count as a successful  
265 semester/year toward promotion.

266 ~~5.7.3 The sabbatical leave report shall be reported through the faculty electronic submission~~  
267 ~~platform; the report then becomes part of the faculty member's next annual review. In their~~  
268 ~~annual review comments, the department chair shall indicate whether the sabbatical leave was~~  
269 ~~successful based on the criteria.~~

270 **5.5.3.1** A sabbatical leave that is not successful due to reasons outside the faculty member's  
271 control shall be deemed a "justified unsuccessful sabbatical." A sabbatical leave that is not  
272 successful due to a faculty member's action or inaction, shall be deemed an "unjustified  
273 unsuccessful sabbatical."

274 ~~5.7.3.15.5.3.2~~ **5.5.3.2** For a justified unsuccessful sabbatical, the faculty member may not receive a  
275 rating higher than a "meets expectations" in the ~~appropriate-scholarship~~ category on their annual  
276 review that year.

277 ~~5.7.3.25.5.3.3~~ **5.5.3.3** For an unjustified unsuccessful sabbatical, the faculty member cannot receive a  
278 rating higher than "sometimes meets expectations" in the ~~scholarship-appropriate~~ category on  
279 their annual review that year.

280

281 **5.7.45.5.4** The portion of the annual review that addresses the term of the sabbatical leave only  
282 needs to contain documentation of the sabbatical.



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283 **5.85.6 Summary of Dates for Sabbatical Leave [Requests](#)[Proposals](#)**

284  
285

**Proposal Due Date for Fall Semester**

Date	Intent to apply is sent to:
Sept. 1	The dean submits finalized list of faculty who are applying for sabbatical leave to the director of faculty development.
	<b>Proposal is sent to:</b>
Oct. 25	Department Chair
Nov. 15	Dean
Dec. 15	Provost
Jan. 20	President
February	Board of Trustees

286

**Proposal Due Date for Spring Semester**

Date	Intent to apply is sent to:
Dec. 15	The dean submits finalized list of faculty who are applying for sabbatical leave to the director of faculty development.
	<b>Proposal is sent to:</b>
Feb. 25	Department Chair
Mar. 25	Dean
Apr. 20	Provost
May 20	President
June	Board of Trustees

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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
March 19, 2009	Approved.	UVU Board of Trustees

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<b>Section</b>	Academics	<b>Approval Date</b>	
<b>Subsection</b>	Faculty	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1 **1.2** Sabbatical leave is an opportunity offered to qualified faculty to engage in scholarly and  
 2 creative activities that will enhance their capacity to contribute to the University. Sabbatical  
 3 leave is not a faculty benefit, but rather a program for professional development and creativity  
 4 that benefits the entire educational enterprise and is granted by the University in consideration  
 5 thereof.

### 2.0 REFERENCES

- 6 [2.62.7](#) Utah Board of Regents' Policy R821 *Employee Benefits*
- 7 [2.72.8](#) UVU Policy 361 *Leave of Absence*

### 3.0 DEFINITIONS

- 8 [3.113.9](#) **Academic service:** Cumulative time since the start of the date of hire or the amount of  
 9 time since the completion of the last sabbatical leave.
- 10 [3.123.10](#) **Annual salary:** Annual faculty base salary. This does not include compensation for  
 11 other assignments such as overload, administrative stipends, or summer contracts.
- 12 [3.133.11](#) **Appointment date:** The effective *Personnel Action Form (PAF)* start date of an  
 13 individual in a full-time, tenure-track faculty position.
- 14 [3.143.12](#) **Sabbatical leave:** A paid leave of absence for one or two semesters, as approved by the  
 15 Board of Trustees, for professional development and widening experience of a faculty member.

### 4.0 POLICY

16 **4.9 Eligibility**



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17 ~~4.9.1 Utah Valley University's sabbatical program is available to all tenured faculty members~~  
18 ~~with current full-time appointments to UVU.~~

19 ~~4.9.2 The basic eligibility criteria are tenure and six years of academic service in a full-time~~  
20 ~~faculty position at UVU.~~

21 ~~4.9.3 A previous sabbatical leave may, at the discretion of the Senior Vice President of~~  
22 ~~Academic Affairs, be considered as a relevant factor in granting or denying a request for a~~  
23 ~~sabbatical leave.~~

24 ~~4.9.4 Sabbatical leaves are subject to availability of funds and suitable instructional~~  
25 ~~replacements.~~

26 ~~4.9.5 Upon recommendation of the department chair, the dean, and the Senior Vice President of~~  
27 ~~Academic Affairs, the President may waive the basic eligibility criteria when, in their judgment,~~  
28 ~~unusual conditions exist which justify granting a sabbatical leave.~~

29 ~~4.9.6 Sabbatical leaves are approved by the Board of Trustees.~~

30 ~~4.9.7 Applying for a sabbatical leave is a competitive process, since sabbatical funding is~~  
31 ~~limited.~~

### 32 **4.10 Length of Sabbatical Leave**

33 ~~4.10.1 During or after the sixth year of academic service, faculty members may apply for one or~~  
34 ~~two semesters of sabbatical leave for the following academic year. A minimum of six years shall~~  
35 ~~elapse between sabbatical leaves regardless of the length of the leave unless extraordinary~~  
36 ~~circumstances are deemed to exist by the department chair, dean, and Senior Vice President of~~  
37 ~~Academic Affairs.~~

### 38 **4.11 Employment Status While on Sabbatical Leave**

39 ~~4.11.1 While on sabbatical leave, faculty members may be eligible for all general or special~~  
40 ~~adjustments in salary for which they would otherwise qualify.~~

41 ~~4.11.2 Sabbatical recipients retain UVU benefits.~~

42 ~~4.11.3 While on sabbatical leave, a faculty member may not provide any service to UVU for~~  
43 ~~additional compensation.~~

### 44 **4.12 Compensation Standards**

45 ~~4.12.1 The college/school and department shall work together to fund the sabbatical leave and~~  
46 ~~the costs of instructional replacement during the absence of the faculty member.~~



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47 ~~4.12.2~~ For a one-semester leave, the recipient shall be compensated 100 percent of their annual  
48 base salary, prorated for one semester.

49 ~~4.12.3~~ For a two-semester leave, the recipient shall be compensated 80 percent of their annual  
50 base salary.

51 ~~4.12.4~~ Additional compensation for travel and cost of living away from UVU may be requested  
52 by the applicant and taken into consideration by the department chair, dean, and Senior Vice  
53 President of Academic Affairs.

54 ~~4.12.5~~ A faculty member on sabbatical leave may accept a fellowship, assistantship, research  
55 grant, or similar employment, provided his or her UVU compensation and sabbatical plan are  
56 approved by the dean, the Senior Vice President of Academic Affairs, the President, and the  
57 Board of Trustees.

58 ~~4.12.6~~ A faculty member may also receive an allowance from non-UVU sources for  
59 transportation, housing and/or cost of living differentials, etc. Such allowances shall not affect  
60 the computation of the UVU compensation.

### 61 **4.13 Reporting Requirements**

62 ~~4.13.1~~ Upon the conclusion of a sabbatical leave, the recipient shall file a report of his or her  
63 activities during the leave, including a summary of the benefit resulting from the leave. This  
64 report shall be distributed to the department chair, dean, and Senior Vice President of Academic  
65 Affairs. Outcomes may include, but not necessarily be limited to:

66 ~~4.13.1.1~~ Creative works,

67 ~~4.13.1.2~~ Shows, exhibits,

68 ~~4.13.1.3~~ Articles,

69 ~~4.13.1.4~~ Books, or

70 ~~4.13.1.5~~ Under previously negotiated circumstances, a degree or progress toward a degree.

### 71 **4.14 Obligations to return from a Sabbatical Leave**

72 ~~4.14.1~~ The recipient of a sabbatical leave must return to service at UVU for a period of time  
73 equal to the length of the leave. If he or she does not return, or returns for a shorter period of  
74 service than required, UVU shall be entitled to a proportionate refund of the compensation paid  
75 during the leave. An agreement shall be signed by the recipient that states if the recipient does  
76 not return or returns for a shorter period of service, the recipient is aware he or she is subject to  
77 payment of refund, attorney fees, or fees for collection efforts.——



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### 5.0 PROCEDURES

78 **5.95.7** During or after the sixth year of service, a faculty member may send a request for a  
79 sabbatical leave to their department chair by November 15 for sabbaticals beginning the  
80 following Fall semester or by April 1 for sabbaticals beginning the following Spring semester.  
81 Applications shall include the purpose of the leave, a detailed description of the activities during  
82 the leave and proposed outcomes. Candidates shall be notified within ten business days of the  
83 decision of the Board of Trustees according to the dates in the table at the end of this document.  
84 In cases of denial, candidates shall be informed of the reasons for the denial, so they may better  
85 prepare future applications.

86 **5.105.8 Summary of Dates for Sabbatical Leave Requests**

87  
88

#### APPLICATION DUE DATE FOR FALL SEMESTER

Date	Request is sent to:
Nov. 15	Department Chair
Dec. 1	Dean
Dec. 15	VPAA
Jan. 15	President
Feb.	Board of Trustees

89

#### APPLICATION DUE DATE FOR SPRING SEMESTER

Date	Request is sent to:
Apr. 1	Department Chair
Apr. 15	Dean
May 1	VPAA
May 20	President
June	Board of Trustees

90

#### POLICY HISTORY

Date of Last Action	Action Taken	Authorizing Entity
March 19, 2009	Approved.	UVU Board of Trustees

| 91



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**Equity Assessment Committee (EAC) Worksheet**

*NOTE: This form is for internal use only by the EAC and policy sponsors/stewards/coordinators. This form captures general equity concerns and those that impact the specific groups listed. The Equity Assessment Findings and Responses Summary form accompany the Stage 1 draft.*

<b>Policy Number:</b> 640	<b>Policy Title:</b> Sabbatical Leave
<b>EAC Review Date:</b> January 24, 2024	<b>Policy Sponsor:</b> Wayne Vaught
<b>Date Completed by Policy Sponsor/Steward/Coordinator:</b>	<b>Policy Steward:</b> Kat Brown

**UVU Scope (Groups impacted):**

- Adult learners
- Age (40+)
- Color
- First-generation student status
- Individuals with apparent or non-apparent disabilities
- National origin and citizenship status
- Pregnancy, pregnancy-related conditions
- Race and ethnicity
- Religion, spirituality, and worldviews
- Sex, gender identity, and gender expression
- Sexual orientation
- Socioeconomic status
- Veteran status (including uniformed military status)

Section	Groups Impacted	General Equity	Equity Concern	Equity Recommendation	Policy Sponsor/Steward/Coordinator Proposed Solution
1.1, line 4		X	ACCESSIBLE LANGUAGE AND POTENTIAL ABUSE OF DISCRETIONARY POWERS:	Clearly define "good standing." In Policy 113, it is defined as "Describes the status of an employee who has no disciplinary	Good standing is defined as "The status of an employee who has no disciplinary action





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<p>4.1.1, line 39</p> <p>4.1.5, line 52</p> <p>5.3.4.1, line 180</p> <p>5.3.6.3, line 198</p>			<p>EAC is concerned that words such as “qualified,” “good standing,” and “eligible” are vague in the context of this particular policy. This makes the policy language less accessible, especially for faculty that come from groups that research shows are often not mentored as well in processes such as requesting sabbatical leave. For example, does the term mean faculty who meet criteria for being able to apply for sabbatical leave or does it mean faculty qualified to teach at UVU?</p> <p>EAC is also concerned that terms such as “qualified” need to be clearly defined when decisions affecting sabbatical leave and other career aspects of faculty are made with criteria that is as objective as possible so that an abuse of discretionary powers can be avoided as much as possible.</p>	<p>action imposed or pending.”</p> <p>Clarify if being in “good standing” is part of being “qualified”—and define what “qualified” means in the context of this policy.</p> <p>If the faculty member is not in good standing, the Provost denies the sabbatical leave—should faculty who are not in good standing (however that will be defined here) even apply for sabbatical leave? And wouldn’t the department chairs and deans have this information about the faculty member’s standing—should their proposal for leave even go as far as the Provost, in this case?</p> <p>The sabbatical leave proposal can then even go as far as the Board of Trustees for approval—and they may rescind their approval if the faculty member “falls out of good standing with the University” or the faculty member submitted their proposal under false pretenses.</p> <p>The EAC recommends that</p> <ol style="list-style-type: none"> <li>1) these terms be clearly defined. Perhaps the term “sabbatical eligibility” would provide clarity and specificity.</li> <li>2) the policy state clearly that faculty who know they are not in good standing</li> </ol>	<p>imposed or pending and has completed all mandatory trainings.”</p> <p>4.1.1 The program is available to all tenured faculty in good standing; it is not available to those who are not in good standing. It is assumed they would not apply. While the program is available, not all faculty will be eligible.</p> <p>We are not sure what the concern is with 4.1.5.</p> <p>We have clarified 5.1.1 to state that faculty not in good standing may not apply for sabbatical.</p> <p>The concerns with 5.3.6.3 are not clear. The sabbatical process takes several months and it is possible that faculty who begin the process in good standing may fall out of good standing during the process.</p>
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				<p>and under investigation should NOT apply for sabbatical leave (training in this might be recommended as well),</p> <p>3) it be researched as to how high up the approval chain a proposal must go before a faculty member is determined to not be in good standing—this vetting should occur before the leave proposal gets to the Provost or the Board of Trustees</p>	
3.4 and 4.5.3		X	<p><b>ACCESSIBLE, CLEAR LANGUAGE:</b> EAC is concerned that the policy requirements and language around “required training” is confusing. Section 3.4 indicates required training is not part of one’s employment service; yet, faculty are required to complete all annual training while on sabbatical leave and continued employment depends on it.</p>	<p>EAC recommends that it be clarified why faculty must take required training while on sabbatical leave.</p>	<p>Faculty members remain employees of the University during sabbatical and therefore must complete all mandatory trainings. However, they are not expected to teach, engage in scholarship, or engage in service outside of their sabbatical goals.</p> <p>Added clarifying language to 4.5.3</p>
4.1.4		X	<p><b>POTENTIAL ABUSE OF DISCRETIONARY POWER:</b> EAC is concerned that policy language is too vague where it permits the Provost to waive basic eligibility criteria and use their judgement to determine what “unusual conditions” exist to justify granting a sabbatical leave.</p>	<p>EAC recommends providing more criteria for situation in which the Provost is permitted to waive eligibility criteria for sabbatical leave proposals.</p>	<p>We cannot be more specific due to the variety of opportunities that arise among faculty. That is why it much be a collaborative effort among the chair, dean, and Provost.</p>
4.7.4		X	<p><b>ACCESSIBLE, CLEAR LANGUAGE:</b> EAC believes the consequences of having a sabbatical leave deemed as “justified unsuccessful” or “unjustified unsuccessful” are not fully explained. The annual review ratings these would result in are explained in section 5.5, but are other consequences?</p>	<p>EAC recommends that the policy make clear what other consequences might occur when a sabbatical leave is deemed “unsuccessful.” It may be prudent to further explain or reference appropriate policies about the “Meets expectations” and “sometimes meets expectations” ratings.</p>	<p>We have added language that refers faculty to Policy 633.</p>



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4.8.1	x		<p><b>SOCIO-ECONOMIC EQUITY ISSUE:</b> How are faculty, who return early from sabbatical leave, to repay their salaries and their benefits—especially those benefits for which employees are not paid in money and which the university subsidizes. Some faculty may not have the means to pay back salary and also these types of benefits.</p>	<p>EAC recommends that the policy explain more explicitly what must be repaid and how the faculty member will repay the university. The policy owners should also reconsider how faculty would pay back for benefits for which they do not receive direct remuneration.</p>	<p>We have removed the benefits phrase.</p>
5.1.4		x	<p><b>ACCESSIBLE, CLEAR LANGUAGE:</b> It is not clear as to why faculty must reveal that they are on a NOIN or PIP when the policy later states any NOIN or PIP is suspended until the faculty member completes their sabbatical leave. If the presence of a NOIN or PIP would impact the faculty member's ability to gain approval for sabbatical leave, this should be made clear.</p>	<p>EAC recommends that the policy explain why faculty members must state they are on a NOIN or PIP when these are suspended if faculty member's sabbatical leave proposal is approved. If the presence of a NOIN or PIP could impact that approval, the policy should clearly state this.</p>	<p>We have added clarifying language.</p>
5.3.2.2		X	<p><b>POTENTIAL ABUSE OF DISCRETIONARY POWERS:</b> In this policy section, the chair forwards only the number of approved proposals the department can afford. There is no explanation on how the chair chooses from among all approved proposals which can go forward and which do not based on budget restrictions. There is no criteria laid out here on how the chair will make that decision.</p>	<p>EAC recommends that</p> <ol style="list-style-type: none"> <li>1) Clear criteria be included in the policy that the chair will use to pick from among approved proposals when they are faced with a budget restriction.</li> <li>2) That appropriate transparency in the process be built into the policy.</li> <li>3) That an appeals process be available for faculty to appeal sabbatical leave decisions.</li> </ol>	<p>Due to the varied departments and disciplines on campus, we cannot create one set of criteria to fit all faculty. We have added 5.3.2.3, encouraging departments to create sabbatical criteria.</p>



**POLICY APPROVAL PROCESS - STAGE 2  
SUMMARY OF COMMENTS**

<b>Policy Title:</b> Faculty Sabbatical Leave		<b>Policy Number:</b> 640
<b>Sponsor:</b> Wayne Vaught	<b>Steward:</b> Kat Brown & Alan Parry	
<b>Presentation to:</b> Faculty Senate		<b>Date Presented:</b> 20 Feb 2024

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
Faculty Senate	3.5	x		"Good standing" should be bolded.	We have made the recommended changes.
Faculty Senate	4.1.1		x	<p>The policy needs to clarify what is meant by "six years of academic service to UVU." Must they all be in the same position or concurrently?</p> <p>REVISED: Concurrent in this context is referring to the six years themselves. Do faculty have to serve six concurrent years to be eligible for sabbatical? For instance, would an academic employee be eligible for sabbatical if they served for a period less than six years, left that position, and then later were rehired and worked for another period less than six years but the</p>	<p>"Concurrent" is defined as "existing, happening, or done at the same time," and years of service cannot be done at the same time; so, from the revised comment, it sounds like you mean "continuous" or "without interruption."</p> <p>We added, "The status as a UVU full-time employee must be continuous." The time of employment in a full-time faculty position or "academic employment" can be broken up by an unpaid leave, but UVU employment must be continuous.</p>



				total combine time they were in an academic position was six years?	
Faculty Senate	4.3		x	The policy needs to contain more detail on the “Faculty Sabbatical Leave Proposal Form,” both in terms of the proposal form itself, and who creates/maintains said form.	We have removed reference to the proposal form. Sabbaticals will instead use a <i>Faculty Sabbatical Template</i> . The revision states it is created by Academic Affairs.
Faculty Senate	4.4		x	The title of this section is misleading as it is not about the expectations placed upon the faculty member, and the three items within the section are incongruent.  Some suggestion for reorganizing: <ul style="list-style-type: none"> <li>• 4.4 becomes “Departmental Expectations During Sabbatical”</li> <li>• Subsection 4.4.1 should be a subsection of section 4.5.</li> <li>• The current 4.4.2 becomes 4.4.1</li> <li>• Subsection 4.4.3 should be a subsection of section 4.8</li> </ul>	We have made the recommended changes.
Faculty Senate	4.7.4	x		Add policy 633 (Faculty Performance Evaluation and Feedback) to the references.	We have made the recommended change.



Faculty Senate	5.2		x	The language in this section is too narrow even for work that might align with institutional priorities (e.g., creation of a new certificate program). Since our institution is a teaching institution and sabbatical leave should align with our institution goals, then sabbatical leave should be granted for purposes that are within the realm of research, teaching, and service. As such, 5.2.1.1-5.2.1.4 are not broad enough. The application for sabbatical leave should align with the criteria for tenure and the tenure process.	We believe the language is very broad and allows for multiple departments to establish expectations for sabbaticals. It should not align with the tenure process because untenured faculty are not eligible for sabbatical. Faculty working toward tenure who also apply for a sabbatical immediately after tenure can fit into this process.
Faculty Senate	5.3.2.2		x	This subsection speaks “to ensure confidentiality” but does not state for whom or to what end. Clarify what is being held confidential and the intent of that confidentiality.	We have made the recommended change.
Faculty Senate	5.3.2.3		x	As it is currently stated, departments are simply encouraged to develop sabbatical leave criteria to aid in clear selections for leave. This should be a requirement as to eliminate all unnecessary bias, and the policy needs to define who develops and maintains this	We added “deans may require” departments to create sabbatical leave criteria . . .”



				required set of criteria.	
Faculty Senate	5.3.3.2	x	x	The ending clause, "it is not evaluated at any other step" is confusing and needs some clarification.	We have removed the language.
Faculty Senate	5.5. <del>32</del>	x		The last word should read "met" not "me."	We have made the recommended changes.
Faculty Senate	5.5.3.1 & 5.5.3.2		x	The policy needs to define what is meant by justified vs unjustified unsuccessful sabbatical.	We have added a new section 5.5.3.1 to address the issue.
Faculty Senate	5.5.3.1 & 5.5.3.2		x	<i>Tying back to our comments on section 5.2 (above).</i> As we believe that a sabbatical should be granted for purposes beyond just research, we feel that it would be consistent that in the case of an unsuccessful sabbatical, an individual could have their ratings negatively impacted in whichever area(s) their sabbatical was focused.	We have changed "scholarship" to "appropriate" in both sections.

Policy Draft



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<b>Policy Title:</b> Faculty Sabbatical Leave	<b>Policy Number:</b> 640
<b>Sponsor:</b>	<b>Steward:</b>
<b>Presentation to:</b> AAC	<b>Date Presented:</b>

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
AAC	3.1			The term “academic service” could be confusing due to the teaching/scholarship/service connections. “Academic employment” could be an alternative term.	Agreed. We changed it throughout the policy.
AAC	3.3			The “college/school sabbatical review committee” is mentioned only in this definition, where it states that this committee “conducts the first college-level evaluation of sabbatical leave proposals.” There is no mention of this committee or this review in either the policy section or procedure section of the document. Recommendation that this section be removed.	Thank you for catching that mistake. We have removed it.
AAC	3.3			How do we determine if a unit is a school or college? I believe that it is whichever institution controls the group, but that’s not made clear in policy. Could we standardize language so that colleges are smaller units that exist inside of schools?	Not longer relevant because we deleted this definition
AAC	3.4			“Any activity or duty that is required or requested as a normal part of a full-time faculty member’s employment with the	We added “and faculty annual reviews” to both 3.3 and 3.4.





				exception of required trainings <u>and</u> <u>faculty annual reviews.</u> Annual reviews should be added to this section since they are specifically mentioned in section 4.5.4 as needing to be completed while on sabbatical.	
AAC	3.5			“Good Standing” should be in bold.	We have made the recommended changes.
AAC	4.1.5			How is department compliance measured and reported? What are the consequences for noncompliance? What recourse do faculty have if a department is noncompliant? While this is a nice thought, it is at odds with section 4.2.8 which establishes that “Sabbatical leaves are subject to the availability of department hourly budget funds for hiring part-time replacement instructors, which may limit the number of sabbatical leaves approved each year.” Recommendation that this section be removed.	We removed the following language from section 4.1.5:  “Departments have a responsibility to ensure that eligible tenured faculty are given the opportunity to take sabbatical leave”.
AAC	4.1.5			This is in the “Eligibility” section of the policy but isn’t about eligibility. If this section needs to be retained, it should be moved elsewhere.	We removed the following language from this section: “Departments have a responsibility to ensure that eligible tenured faculty are given the opportunity to take sabbatical leave”
AAC	4.2.1			The focus in this section on when sabbaticals occur seems unnecessary and presents three problems, though they may be rare. The first is already recognized as an issue in the policy, namely “early approval” of sabbaticals which will not take place “in the academic year following the approval of	We revised it to read, “A sabbatical leave consists of one or two semesters of leave following the approval of a sabbatical leave proposal.” We also removed the last sentence as it was no longer necessary.



				<p>a sabbatical proposal.” Second, faculty sometimes defer going on their sabbatical for a year for personal, work, or other reasons. (There is no mention of this practice in the policy. I hope it is still an option.) When faculty defer for a year, they are no longer taking the sabbatical “in the academic year following the approval of a sabbatical leave proposal.” Third, there could be extenuating circumstances where a two-semester sabbatical would be needed over non-sequential semesters. If this were to happen, the second semester would not be “in the academic year following the approval of a sabbatical proposal.” It might be easier if this section read, “A sabbatical leave consists of one or two semesters of leave following the approval of a sabbatical leave proposal.” That would address all three issues.</p>	
AAC	4.2.2			<p>The policy is inconsistent regarding the organizational unit that is responsible for funding instructional replacement. This section lists the “college/school and department,” but sections 4.2.8 and 5.3.2.2 clearly make it the responsibility of the department to cover the costs associated with sabbaticals.</p>	<p>We removed this section as it is covered in 4.1.5.</p>
AAC	4.2.2			<p>This is in the “Length and Compensation” section but it isn’t about length and compensation. Recommendation to relocate to another section.</p>	<p>No longer relevant. We deleted this section; please see section 4.1.5.</p>



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<b>AAC</b>	4.2.8			This is in the “Length and Compensation” section but it isn’t about length and compensation. Recommendation to relocate to another section.	We moved 4.2.8 to 4.1.5
<b>AAC</b>	4.4			Section 4.4 “Expectations During the Sabbatical” (minus 4.4.2) and section 4.5 “Employment Status while on Sabbatical Leave” cover the same territory and could be combined into a single section.	This is a stylistic concern and a logical division of subjects, thus, we have decided to leave it as the committee wrote it.
<b>AAC</b>	4.4.1			Is this sentence referring to scholarly/creative works requested by the university that were not part of the sabbatical plan?  The last phrase (“in extenuating circumstances...”) is unclear. Would the following have the same meaning, “...required to teach, provide any level of service at the university, or produce scholarly/creative works for the university except for those that were part of the sabbatical proposal”?	Yes. This section is now 4.5.1.
<b>AAC</b>	4.4.2			This is in the “Expectations During the Sabbatical” section but it isn’t about expectations during the sabbatical.	We disagree. Section 4.4.2 is an expectation of the department.
<b>AAC</b>	4.5			Section 4.4 “Expectations During the Sabbatical” (minus 4.4.2) and section 4.5 “Employment Status while on Sabbatical Leave” cover the same territory and could be combined into a single section.	This is a stylistic concern and we have decided to leave it as the committee wrote it.



AAC	4.5.2			“Summer teaching and research is allowed if the sabbatical leave is for the Fall and/or Spring semesters.” This is not how things currently work. What are the budgetary or other consequences of this change? Should service be mentioned along with teaching and research?	This may be a misunderstanding because this is how it is supposed to currently works according to Academic Affairs.
AAC	4.6.1			“(See section 5.6 for the reporting procedure.)” Section 5.6 in this policy is “Summary of Dates for Sabbatical Leave Requests.” It is unclear where the sabbatical reporting procedure is in this policy.	Yes, we added, “in their next annual review” and removed the reference to section 5.6.
AAC	4.7.1			“The department chair or dean must approve all deviations from the outcomes and/or objectives of the original sabbatical leave proposal” Is it the chair or the dean who must approve? Can the faculty member pick whoever they prefer working with? Clarity on this would be good.	We have changed it to include both the department chair and dean.
AAC	4.7.4			“The department chair or dean shall deem the sabbatical unsuccessful.” Is it the chair or the dean who makes this decision? How is the decision made who does this? Clarity on this would be good.	We changed the “or” to “and” to clarify that both the dean and department chair make this decision.
AAC	4.8.1			No need for a comma on line 125.	Removed.
AAC	5.1.1			“Faculty who are eligible for sabbatical leave according to section 4.1 start the application process by requesting access to the appropriate UVU template system through their department Retention, Tenure, and Promotion (RTP) chair.” This section contradicts section	We have made the recommended changes.



				<p>5.6 which states that “The dean submits finalized list of faculty who are applying for sabbatical leave to the director of faculty development.” I think 5.6 makes a lot more sense. The director of faculty development would only need to coordinate with the offices of seven deans versus 40+ departments. Recommend that this be reworded as follows, “Faculty who are eligible for sabbatical leave according to section 4.1 start the application process by requesting access to the appropriate UVU template system through their dean.”</p> <p>If we change section 5.1.1 to include the dean, we will also need to change section 5.1.2.</p>	
AAC	5.1.1			<p>Does the dean need to coordinate with the chair? Is there a mechanism in the policy to ensure that the dean and the chair are both on the same side?</p>	We changed it as suggested above.
AAC	5.1.1			<p>This section starts with “Faculty who are eligible for sabbatical leave according to section 4.1” and ends with “Faculty that are not in good standing, are not eligible to apply for sabbatical leave.” Section 4.1 states that faculty must be in good standing. Because the last sentence of this section is addressed in 4.1 it isn’t needed here.</p>	We removed the last sentence.
AAC	5.1.1			<p>“in accordance with the schedule in section 5.7.” This policy does not have a</p>	We corrected it to read 5.6.



				section 5.7. The schedule is in section 5.6.	
<b>AAC</b>	5.1.3			“by the date in the table in section 5.7.” This policy does not have a section 5.7. The table is in section 5.6.	We corrected it to read 5.6.
<b>AAC</b>	5.1.5			Early applications for a sabbatical are mentioned in sections 4.2.1, this section (5.1.5), and 5.4 / 5.4.1. It makes sense that there may be times when a faculty member needs to apply for sabbatical earlier than normal. I wonder if there are not also occasions when a faculty member has an opportunity present itself and needs to apply for a sabbatical after the published timeline has passed. Are these simply denied or is there a mechanism for approving such requests? It would allow more flexibility if the policy focused on “out of cycle” sabbatical requests. This would allow for the review of early or late proposals, subject to approval and demonstration of the need to be off cycle.	Based on discussions with the Provost, we added section 5.1.6 that will allow faculty to request consideration for an out-of-cycle request, similar to the early tenure/clock stoppage process for tenure.
<b>AAC</b>	5.1.5			“Early requests shall follow the procedure established in section 5.1.1.” Section 5.1.1 doesn’t establish procedures for the review of early applications.	We changed it to include the part of procedure that would be followed. We changed it to “and the faculty member shall request access to the appropriate UVU template system as established in section 5.1.1.”
<b>AAC</b>	5.2			Are all required? Do they all carry equal weight?	Yes, they are all required. The weight of each is better addressed in UVU template system.
<b>AAC</b>	5.2.1.2			“Faculty development as a teacher and scholar.” Will sabbaticals be approved if they focus on only one of these?	These need to overlap so the language will remain as it is.



				Teaching and scholarship can overlap, but they do not always.	
AAC	5.3.2.2			“To ensure confidentiality, the department chair shall forward to the dean only the number of approved proposals for which the department has funding.” How does this ensure confidentiality? Confidentiality of what and related to whom?	We removed, “To ensure confidentiality.”
AAC	5.3.3.2			“The plan goes into effect only if the sabbatical proposal receives final approval from the Provost.” Shouldn’t this be the Board of Trustees? According to this policy, the Provost makes a recommendation to the president while it is the Board of Trustees who determine which sabbaticals are approved.	Yes, we changed it to the Board of Trustees.
AAC	5.3.4.1			“If during the process the faculty applicant is no longer in good standing, then the Provost denies the sabbatical proposal and provides reasoning to the faculty member, department chair, and dean.” Why is this specific to the review of the Provost? Should this not be a general principle that applies to the entire process? What if after the Provost the faculty member is no longer in good standing? Does the President advance it to the Board of Trustees as if the faculty member was in good standing? It seems like a general principle that if at any time the faculty member is no longer in good standing	We added the following as 5.1.6: “If during the process the faculty applicant is no longer in good standing, then the sabbatical leave proposal will not continue in the process. The reviewer who discovers lack of standing will notify the faculty member and previous reviewers.”



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				the sabbatical application stops moving forward would make more sense.	
<b>AAC</b>	5.4 / 5.4.1			See the comments on section 5.1.5. I think this section would work better as an "out of cycle" request section.	See response to concerns regarding section 5.1.5
<b>AAC</b>	5.5.1			"Sabbatical leave reports are distributed at the next annual review after completion of the sabbatical." To whom are they distributed?	We changed it to "Sabbatical leave reports are submitted to the department chair at the next annual review following completion of the sabbatical.
<b>AAC</b>	5.5.2			Typo: "A sabbatical leave shall be deemed successful if the objectives outlined in the sabbatical leave proposal are met."	We have made the recommended changes.
<b>AAC</b>	5.6			There is no guidance on reporting in Section 5.6. Should this refer to Section 5.5 which has some guidance on the report?	5.6 includes only the dates for the proposals. We changed the title to reflect this.

<b>Policy Title:</b> Faculty Sabbatical Leave	<b>Policy Number:</b> 640
<b>Sponsor:</b> Wayne Vaught	<b>Steward:</b> Kat Brown & Alan Parry
<b>Presentation to:</b> PACE	<b>Date Presented:</b>

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

<b>CAMPUS ENTITY</b>	<b>POLICY SECTION</b>	<b>Editorial Comment?</b>	<b>Substance Comment?</b>	<b>CONCERN</b>	<b>SPONSOR/STEWARD RESPONSE</b>
				No comments	