TO: Academic Deans, Directors, and
Department Chairs

DATE: October 16, 2013

FROM: William Sharpton, Associate Provost
And Accreditation Liaison

SUBJECT: Sabbatical Leave Requests for 2014-2015

University regulations provide that members of the faculty and research staff who have a full-time,
regular academic appointment at the rank of instructor or above, and who will have completed six years
of service (UNO policy), not including leave with pay, prior to the start of the 2014-2015 academic year,
may petition for sabbatical leave for study, research, or other pursuits that will enable them to improve
their professional standing and further enhance their value to the university. Sabbaticals are not
entitlements. A sabbatical leave is granted for “. . . the purpose of professional or cultural improvement,
or renewal . . .” (PPM FS-III.V.D.-1). Petitions for sabbatical leave are competitive and are reviewed at
multiple levels including the UL System. It is not likely that all proposals will be approved. Proposals
recommended for approval must be constructed carefully and written in a style that can be understood
by reviewers outside the applicant’s field of specialization. They must also include a vita, in standard
UNO format, that demonstrates a level of accomplishment that makes it likely that the proposed project
can be completed during the sabbatical leave.

The following list provides examples of the general pursuits that are appropriate for sabbatical leaves:

1. To improve an individual’s research, artistic, or scholarly skills.
2. To change the direction, thrust, or area of an individual’s specialization within a subject field.
3. To participate with a peer in a worthy project or activity that could not be accomplished under a normal
   academic workload.
4. To conduct intensive research or other scholarly activity that requires access to material that is not available
   at local museums, archives, or libraries.
5. To use equipment, laboratories, or facilities that are not available on the individual’s home campus.
6. To conduct extended field research.
7. To initiate or facilitate cooperative projects with other universities.
8. To develop and prepare material for a book or new course when completion of the task during the sabbatical
   leave is both feasible and expected.
9. To conduct other scholarly endeavors of equal merit.

In addition to being evaluated by the department chair and college dean, sabbatical leave requests
are reviewed and independently evaluated by a committee appointed by the Provost. The Provost
considers the recommendations of this committee in reaching his/her decisions.

UNO is continuing its current 6-year policy until further notice.
Please note the general stipulations, below, made by the UL System regarding sabbatical leaves:

1. Leave may be granted for two semesters (52 weeks for 12-month employees). It may be granted following any six or more consecutive fiscal years of active service in the institution where such individual is employed. An individual may not accumulate time in an attempt to qualify for more than one consecutive year of such leave. Leave also may be granted for one semester (26 weeks for 12-month employees) following three or more consecutive years of such service by an individual, provided that absence due to sick leave shall not be deemed to interrupt the active service provided for herein. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.

2. The compensation from the state for the period of leave approved shall be at the rate of not more than 75 percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Employers and employees shall contribute to the retirement system on the basis of full annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner.

3. In those cases where the faculty member or administrator receives outside compensation, such payment is to be approved in writing and in advance by the president as supportive of the purposes of the leave. If outside compensation plus paid leave would exceed the regular salary the leave pay will be reduced so that the institution will pay no leave if the outside compensation equals or exceeds the regular pay. But nothing shall prevent the faculty from being remunerated by outside agencies at higher rates than his regular pay.

4. After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisor to indicate that the purpose for which the leave was granted has been achieved.

5. At no time during any semester of an academic year shall the number of persons on leave with pay (except sick leave) exceed 5 percent of the total faculty.

6. In accepting a leave of absence with pay, the faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R.S. 17:3328) to return to the institution for at least one year of further service. A copy of this rule shall be included in the institution faculty handbook and made known to each applicant for such leave.

7. Individuals accepting sabbatical leave (with pay) are cautioned about prohibitions against dual appointments or dual employment as described in LSA-R.S. 42:63.

8. Sabbatical leave shall be granted only with prior Board approval

INSTRUCTIONS TO THE APPLICANT

Use the form provided by your chair. Please ensure that your name is typed where requested in the form. Please include a separate proposal and UNO curriculum vitae, as requested in the form. Note that the Dean must also submit a Sabbatical Fiscal Plan with your application.
INSTRUCTIONS TO THE CHAIR

Department chairs must make certain that all eligible members of their faculty are informed of the call for sabbatical leave applications by giving them a copy of this memo. Forms for the submission of sabbatical leave requests are available on-line.

The impact of leaves on the operation of the department or college should be weighed carefully in making endorsements. For faculty members with commitments to administrative units, centers, or institutes, the chair must present a clear plan specifying how the unit will function during the faculty member's absence. If a candidate has had a previous sabbatical leave at UNO, the Chair must include an assessment of the success of the previous leave and its impact on the department and university. The Chair’s assessment must include sufficient detail to persuade the reviewers that the project has merit, that the record of the person seeking sabbatical leave is sufficiently strong to make it likely that he or she will complete the proposed project, and the sabbatical leave has potential benefit for the University.

Please stand ready to assist faculty members, if asked, in the preparation of their requests, especially in terms of how their plans are consistent with the department's goals. Departmental submission deadlines should allow time for the forms to be reviewed for accuracy and completeness.

If replacement funds are necessary, it is the Chair's responsibility to secure a commitment for the funds prior to recommending approval of the leave. If such a commitment cannot be secured, the Chair should not recommend approval of the leave.

INSTRUCTIONS TO THE DEAN

Deans should confirm the eligibility of each applicant submitting a request and review the proposals for form, accuracy, and completeness in addition to evaluating the request itself. Please ensure that appropriate department and college deadlines are set to provide time for the necessary evaluation and processing.

The Dean is also responsible for developing a fiscal plan to cover the replacement cost for the faculty member during the sabbatical period. The Sabbatical Fiscal Plan form must be completed and submitted with the sabbatical application.

DEADLINE

An original paper copy and an electronic copy of the completed forms from all departments in the college must be submitted to the Office of Academic Affairs by 4:30, Tuesday, January 21, 2013