

Sabbatical Leaves

Category: Sabbatical

Approval: Office of the Deans of Arts and Science

Responsibility: Office of the Deans of Arts and Science

Date: October 2024

Purpose

A guideline for TUFA faculty members in relation to sabbatical leave procedure, eligibility and providing sabbatical reports.

Procedure

1. Departmental/Library three-year sabbatical plans shall be submitted to the Dean by May 15 of each year. (TUFA CA V.2.5.1)
2. Applications for a sabbatical leave are to be made on the form issued by the Office of the Deans of Arts and Science. (TUFA CA V.2.5.2)
3. Applications for sabbatical leave shall be made by members in accordance with the departmental/library three-year plans and shall be forwarded to the Dean including their CV and previous sabbatical report (if applicable) by the appropriate deadline for their intended sabbatical:
 - October 15 prior to the July 1 sabbatical start date
 - February 15 prior to the January 1 sabbatical start date
4. Applications will be reviewed by the Dean and COAP. Applicants will be notified of approval in writing.
5. Sabbaticants who are planning to leave the country should contact the Manager, Pension, Benefits and Payroll, Human Resources.

Eligibility

Each year the the Office of the Deans of Arts and Science will update in VIP each faculty's accumulated Earned Years of Service (EYS).

Faculty members can determine their eligibility for a six-month or twelve-month sabbatical leave based on the minimum EYS requirements:

- 6-month sabbatical = 3 EYS required
- 12-month sabbatical = 6 EYS required

Salary while on Sabbatical. (TUFA CA V.2.7)

Faculty members' salary level while on sabbatical is determined by the number of EYS they choose to use from their EYS credits:

6-month sabbatical	
Number of EYS	% Salary
3	60
3.5	80
4	90
4.5	100

12-month sabbatical	
Number of EYS	% Salary
6	60
6.5	70
7	80
7.5	85
8	90
8.5	95
9	100

Sabbatical Reports (TUFA CA V.2.9)

A member returning from sabbatical leave shall submit a report, of no more than two (2) pages, explaining academic activities and accomplishments in relation to the proposed leave as required in V.2.5.2. This report shall be submitted to the Dean/University Librarian within 90 days of the completion of the leave. COAP shall review the reports. A summary of these reports, prepared by the Provost, shall be provided to Senate for information.