**UNIVERSITY OF COLORADO BOULDER**

# Application for Sabbatical Leave \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office of Faculty Affairs Use:*

Term requested:

\_\_\_\_\_\_\_\_ AY 8/15 – 5/10

\_\_\_\_\_\_\_\_ Fall 8/15 – 12/20

\_\_\_\_\_\_\_\_ Spring 1/1 – 5/10

\_\_\_\_\_\_\_\_ CY 1/1 – 12/31

FPD Comments:

OFA Initials \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 FPD AVC

**APPLICANT INFORMATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank of Applicant

Is applicant currently undergoing tenure review? \_\_\_\_YES \_\_\_\_NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/College and Department

Is applicant **rostered** in an Institute or Museum? \_\_\_\_YES \_\_\_\_NO Institute Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester(s) and year of last sabbatical

Dates of requested sabbatical: (select only one):

AY \_\_\_\_\_\_\_\_\_ FALL \_\_\_\_\_\_\_\_\_ SPRING \_\_\_\_\_\_\_\_\_ CY \_\_\_\_\_\_\_\_\_

***I have read*** [***APS 1024***](https://www.cu.edu/sites/default/files/1024.pdf)***, the CU System policy on the Approval of Tenured Faculty Sabbatical Assignments. In submitting this sabbatical plan, I agree to abide by this policy.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date

**REQUIRED APPROVALS**

*As per APS 1024: “Each plan shall be subject to approval by the department chair, unit head, or an appropriate primary unit committee; by the dean of the college/school; and by the provost. If approved, the faculty member's request shall be forwarded to the CU System Vice President for Academic Affairs, who shall ensure that each step of the approval process has met the requirements of this policy. Requests shall then be forwarded to the Board of Regents for final approval.”*

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Department Chair/Unit Head Signature Date

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Institute Director Signature (if rostered in Institute) Date

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Tenure Home Dean Signature Date

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Roster Home Dean Signature (e.g., Dean of the Institutes Date

for faculty rostered in an institute)

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Provost Signature Date

**POLICY AND ELIGIBILITY INFORMATION**

Applicants must read the University of Colorado policies on the approval of faculty sabbatical assignments. These include [Regent Policy 5.C.2(I)](https://www.cu.edu/regents/policy/5) and [Administrative Policy Statement (APS) 1024](https://www.cu.edu/ope/aps/1024).

*According to University of Colorado* [*Regent Policy 5*](https://www.cu.edu/regents/policy/5)*.C.2(I), “A sabbatical assignment, which is subject to approval by the Board of Regents, is an important academic scholarship and professional development tool, granted for the advancement of the university, subject to the availability of resources. A tenured faculty member shall become eligible for a sabbatical assignment after six years of service to the university. A sabbatical assignment shall not be granted more than once every seven years. Further information is provided in the corresponding administrative policy statement.”*

*Based on the corresponding CU System* [*Administrative Policy Statement (APS) 1024*](https://www.cu.edu/ope/aps/1024)*, faculty applying for a sabbatical leave must complete a sabbatical plan, which requires chair/director, dean, provost, and Board of Regents approval. Faculty members on sabbatical leave are not permitted to work for CU in any paid capacity outside of the sabbatical (e.g., as department chair, teaching an extra course, as a center director, etc.). Please note that a sabbatical leave is not an entitlement, and that sabbatical plans are public documents and, therefore, no proprietary information reflecting intellectual property issues should be included. Any alteration to your sabbatical plan after it has been approved by the Board of Regents must be submitted through a Sabbatical Change Form, and approved by your chair/director, dean, and provost.*

**Note: The deadline for application submission differs by college and school.**

**Please check with your unit and dean’s office for application deadlines.**

**Confirm Your Eligibility:**

Applicant is a tenured faculty member on the CU Boulder campus or is currently undergoing tenure review.

Applicant has 6 years (12 semesters) of service to the University since last sabbatical.

Applicant has met the academic goals stated in the previous sabbatical plan (if applicable).

*College/School/Unit/Department Initials* \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

## **Part 1: SABBATICAL PLAN**

*Board of Regents and CU System policies require the following information be provided by each faculty member applying for a sabbatical assignment. Thank you for completing this public document in a clear and substantive way. Each response should be a minimum of 300 words.*

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Sabbatical Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1) Describe your sabbatical's academic objectives including its contribution to your professional growth and expertise.

(2) Describe your work plan including all anticipated professional activities (i.e., where will you spend your sabbatical, what you will do, your work timeline, etc.).

(3) Describe how meeting your sabbatical objectives will benefit the academic, clinical, and/or pedagogical goals of your primary unit.

(4) Describe how your sabbatical project will enhance the university's reputation.

(5) Describe how your sabbatical will contribute to the educational experience of students.

## **Part 2:**

## **REMUNERATION AND FUNDING PLAN**

*Regarding* *external funding, faculty members applying for sabbatical assignments are expected to apply for external funding (such as fellowships, grants, or clinical work) when appropriate. The total university salary to the faculty member, from sabbatical pay and any contract or grant administered through the university, shall not exceed university limits. There is no restriction on additional non-university income, subject to the faculty member satisfying the duties of the sabbatical plan and any contract/grant requirements.* *If a faculty member on sabbatical anticipates funding, sponsorship, employment, gifts, non-financial support, or other benefits from foreign institutions or sources, these should be detailed in the sabbatical remuneration plan, and all appropriate Export Control procedures should be followed. In addition, faculty members on sabbatical leave are not permitted to be paid for any administrative appointments or extra teaching during the sabbatical period.*

(6) Per CU System APS 1024, it is expected that faculty members applying for sabbatical will also apply for **external** funding to the extent it is available. Describe any anticipated external funding sources, amount of funding from sources external to CU, and attempts to obtain such funding.

(7) Describe the source and amount of any additional funding to support your sabbatical, including departmental or gift funding.

1. Describe any anticipated support from foreign or international entities, including research collaborators, host universities, or other institutions, (e.g., equipment use, office/lab space, lodging or travel).
2. Under the University’s [APS 1024](https://www.cu.edu/ope/aps/1024), faculty must identify business expenses to be reimbursed in connection with a Sabbatical Plan. Please describe anticipated business expenses and the funding source for those expenses.
3. Will this plan require international travel? If so, please describe the travel including anticipated destination(s).

## **Part 3:**

## **DEPARTMENT CHAIR/UNIT HEAD**

## **PLAN FOR COVERAGE AND REMUNERATION**

*Based on the corresponding CU System* [*APS 1024*](https://www.cu.edu/ope/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 for single semester sabbaticals, remuneration from university-managed funds or university-administered grants or contracts should not exceed 100% of the faculty member’s salary. For two-semester sabbaticals, remuneration sourced from General Funds (Fund 10) should neither be used to supplement a half-salary, nor exceed 50% of the faculty member’s usual base 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.

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

Revised 8/2024