

2012 – 2013 SABBATICAL GUIDELINES

University of South Florida St. Petersburg

The following guidelines are in congruence with the USF Faculty member Personnel Rule 6C4-10.104, as well as, the provisions set forth in Article 22 of the USF-UFF Collective Bargaining Agreement.

I. POLICY

Sabbaticals for professional development are to be made available to eligible faculty members who meet the requirements stipulated in these SABBATICAL GUIDELINES. Such sabbaticals are granted to increase eligible faculty members' value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing or other experience of professional value, not as a reward for service.

The University will make available to each eligible faculty member whose application has been reviewed by the University, a sabbatical for two (2) semesters at half-pay. For each thirty (30) eligible faculty members and the University will make available at least one sabbatical at full-pay for one semester. All sabbatical applications are subject to the conditions set forth below.

The faculty member must return to the university for at least one (1) academic year following participation in the sabbatical program. Agreements to the contrary must be reduced to writing prior to participation. Salary received during the program may be required to be returned to the University in those instances where neither of the above is satisfied.

The faculty member must, within thirty (30) days upon returning from the sabbatical, provide a concise written report of accomplishments during the sabbatical to the Chancellor or representative. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the university, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.

II. ELIGIBILITY

Regular eligible faculty members are eligible to apply under the procedures described here. Full-time tenured faculty members with at least six (6) years of full-time service within the University of South Florida St. Petersburg, shall be eligible to apply for one semester, full-pay and two semesters, half-pay sabbaticals. An employee may apply for a sabbatical in the sixth year of full time service or the year following tenure, whichever is later.

A faculty member shall not normally be eligible to apply for a second sabbatical until six years of continuous service are completed following the first sabbatical. "Continuous service" means employment uninterrupted by a break in service, that is,

an absence following which the faculty member is treated as a new faculty member. Neither paid nor unpaid leaves of absence constitute breaks in service.

III. APPLICATION

- A. Application forms may be obtained from the Office of the Vice Chancellor for Academic Affairs or from the website http://www.stpete.usf.edu/academics/faculty_resources/sabbatical_leave.htm. No sabbatical will be awarded without a completed application form. Applications need to be specific about proposed activities and include a timeline and supportive documents as appropriate.
- B. Applications may be submitted directly to the Office of the Vice Chancellor for Academic Affairs for additional evaluative comments. An eligible applicant is free to apply without letters of support from his or her chair and/or dean. However, a discussion of the application with the chair and/or dean may be helpful not only to secure possible support but to help anticipate necessary changes in the faculty member assignment patterns, etc. In any case, a submitted application must include signatures of acknowledgement by the chair and dean.
- C. Completed forms are due in the Office of the Vice Chancellor for Academic Affairs no later than **5:00 PM on February 13, 2012** for consideration for the following academic year beginning in August. **Sabbatical applications received after this deadline as determined by the Office of the Vice Chancellor's date/time stamp will not be considered. Faculty members who submit sabbatical applications to academic officers other than the Vice Chancellor for Academic Affairs are responsible for ensuring that the application arrives in the Office of Academic Affairs by the stipulated deadline.**
- D. Applicants shall be divided into groups according to the type of sabbatical requested. Applicants who have requested consideration under more than one type of sabbatical shall have their application considered under each type separately, (regardless of preference and rating) but may be recommended and awarded only one type of sabbatical.

IV. SABBATICAL COMMITTEE

A Sabbatical Committee will be formed each year to review all applications. The Committee members shall be tenured faculty members who have been elected by the USFSP Faculty Senate. The Committee shall consist of one member from each of the colleges (Arts and Sciences, Business, Education). No member of the Committee may also be an applicant. The election of Committee members will be conducted annually or as needed by the USFSP Faculty Senate. The chairperson of the Committee shall be selected by the Vice Chancellor for Academic Affairs.

V. PROCESS FOR HALF-PAY SABBATICALS

The following will be the only factors to be considered in the determination of completeness of half-pay sabbatical applications:

- A. The application must include a statement describing the program to be followed while on sabbatical.
- B. The application must include a statement describing any anticipated supplementary income and a statement that the applicant agrees to comply with the conditions of the sabbatical program as described in these GUIDELINES.
- C. The application must present a clear statement of a plan designed to increase the faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing or other experience of professional value.

If an application is judged to be incomplete, it will be returned to the applicant with a specific written statement of the deficiency and notification of the availability of assistance from the Office of Academic Affairs in completing the application. A resubmitted application must be received by the Office of Academic Affairs no later than one week from the date of receipt of the notification of deficiency in order to be reconsidered.

The Committee will submit a list of all applicants whose applications are deemed complete, identified by college and department, to the Vice Chancellor for Academic Affairs no later than **March 26, 2012** recommending approval of all contained on the list. In addition, the Committee will also submit a list of any half-pay applications not deemed complete, identified by college and department, which will include the same statement of deficiency provided to the applicant.

Sabbaticals at half-pay will be granted unless the University has determined that the conditions stipulated in these GUIDELINES have not been met or that department/unit staffing considerations preclude such sabbatical from being granted. In this latter instance, the faculty member will be provided the sabbatical the following year or at a later time as agreed to by the faculty member and the University. The period of postponement will be credited towards eligibility for a subsequent sabbatical.

VI. PROCESS FOR REVIEW AND RECOMMENDATION OF FULL-PAY SABBATICALS

The Committee shall consider the following factors in the review and ranking of full-pay and two-thirds pay sabbaticals:

- A. The benefits of the proposed program to the faculty member, the University, and the profession. The sabbatical must increase the faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing or other experience of professional value.
- B. The ability to accomplish on sabbatical a task that otherwise could not be accomplished and the overall likelihood of success.
- C. The completeness of the sabbatical work plan, including a **detailed** timeline.
- D. The length of time since the faculty member was relieved of teaching duties for the purpose of research and other scholarly activities.
- E. Length of service since previous sabbatical or initial appointment.

It is very important that each application contain full information on each factor noted above. If an application is judged by the Committee to contain insufficient information or if questions are raised regarding the above factors, it may be returned by the Committee to the applicant with a specific written statement of the clarification or additional information required and notification of the availability of assistance from the Office of Academic Affairs in providing the clarification or additional information. A resubmitted application must be received by the Office of Academic Affairs no later than one week from the date of receipt of the notification in order for the additional information or clarification to be considered in the review and ranking.

Each Committee member will read and judge the merit and acceptability of each application based on the factors described above. Points will be assigned by each Committee member thusly: (a) extremely meritorious (7 points), (b) highly meritorious (5 points), (c) moderately meritorious (3 points), (d) minimally meritorious (1 point), or (e) of no merit (0 points). An average of the combined Committee members' ratings becomes each applicant's overall rating. In order to give due consideration to an equitable distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within the University, the Committee may add points to an applicant's overall rating in order to move an applicant up in the rankings but only if the applicant's overall score is already above the median.

The Committee will submit a ranked list of recommended applicants, identified by college and department, to the President or representative no later than **March 26, 2012**. In addition, the Committee will also submit a list of any full-pay applications not recommended for approval, identified by college and department, which will include a brief statement of the reason.

No more than one faculty member in a department or professional unit need be awarded a sabbatical at the same time. If the list contains more than one recommended applicant from any one department or other professional unit, the President or representative will consult with the relevant chair and dean to determine the number of sabbaticals which would not cause undue hardship. If hardship would result, the recommended applicant(s) with the highest ranking(s) by the Committee will be awarded sabbaticals. In the case of recommended applicants with tied ranking, a random selection method will be utilized to determine the recommended applicant(s) who will be awarded a sabbatical(s). Full pay sabbaticals may not be postponed since they are of finite number and must be awarded to the next person on the list if not accepted.

VII. AWARDING OF SABBATICALS

The Committee's lists shall be submitted to the Vice Chancellor for Academic Affairs no later than **March 26, 2012**. *Notification of sabbatical awards will be sent out by the Vice Chancellor for Academic Affairs by **April 9, 2012**.* With regard to full-pay sabbaticals, the Vice Chancellor for Academic Affairs shall make appointments from the list and shall consult with the Committee prior to an appointment that does not follow the Committee's ranking.

Notification of acceptance or rejection of a sabbatical should be made as soon as possible. If an awardee declines a full-pay sabbatical offer, the Vice Chancellor for Academic Affairs may offer such sabbatical to the next ranked person on the Committee's list without prior consultation with the Committee. A decision on acceptance or rejection of a sabbatical, or at least an expression of intention, should be made no later than **April 19, 2012**, provided that those whose sabbatical plans are dependent upon other factors (supplemental income, grant decisions, etc.) may indicate a conditional acceptance.

VII. EMPLOYMENT DURING A SABBATICAL

Employment unrelated to the purpose of a sabbatical is subject to reporting of outside activities on the prescribed university form.

Salary from sources other than the University received by an faculty member on sabbatical normally will result in reduction of the University salary to bring the total income to a level comparable to the faculty member's current year salary rate. However, in consideration of certain extenuating circumstances, i.e., salary received from an entity for work that is fundamental to the accomplishment of sabbatical purposes, the faculty member's may request consideration of waiver of this requirement.

Faculty members on one-half pay may receive salary from USF grants or contracts at a level that would make total compensation equal to the faculty member's full-time salary for the sabbatical period. In order for a faculty member's to use grant/contract

funds to supplement salary while on sabbatical the following conditions must be met: (1) the nature of the grant/contract activity must be congruent with the proposed sabbatical activities and participation in the grant/contract activities must contribute to the accomplishment of sabbatical objectives; (2) the granting/contracting agency must allow for such an arrangement; (3) gross salary drawn from the grant/contract during the sabbatical period cannot exceed one-half of the faculty member's gross USFSP salary for those on half-pay sabbaticals; (4) the faculty member must be named in the grant/contract and appear as a budgeted salary line item; and (5) the faculty member's dean must submit written verification to the Office of Academic Affairs that the above conditions have been satisfied, either as part of the sabbatical application or prior to taking the sabbatical as appropriate.

Updated 11/15/2011