

Curry School of Education
University of Virginia
Sabbatical Leave Policy
Version 20180420

Effective:	August 2018
Status:	Drafted by dean’s office personnel: Fall 2016 Reviewed and approved by department chairs: September and October 2016 Reviewed and approved by Faculty Council: November 18, 2016 Reviewed and approved by Faculty Council: April 20, 2018
Related Policies:	Faculty Overload, University Policy HRM-045 Faculty Leaves, University Policy HRM-038
First Policy Review:	Scheduled Spring 2018
Subsequent Policy Reviews:	Spring 2021
Definitions:	The sabbatical committee comprises Curry School department chairs, the Faculty Council chair and the Faculty Council general faculty representative.

The purpose of sabbatical leave is to invigorate faculty research and teaching, especially among faculty who have demonstrated potential for producing extraordinary scholarly work or exceptional and innovative approaches to teaching.

Curry School tenured and general teaching faculty awarded sabbatical leave may be compensated one semester at 100% of annual salary or two semesters at 50% of annual salary. Research faculty receiving sabbatical support may reduce effort on grants to take on approved sabbatical projects, and may be eligible for up to 100% compensation coverage for a semester or 50% coverage over a year. Departments will bear costs of sabbatical for most tenured and general teaching faculty; research centers will bear costs of sabbatical for most general research faculty.

During sabbatical leave, all full-time benefits normally remain in effect. The University continues to make contributions to retirement, health, life insurance, and disability plans.” For purposes of this policy, leaves are available August through May, and are extended by academic year, not calendar year.

Terms and conditions of sabbatical leave are subject to change, as described in Curry guidelines and University Policy HRM-038.

Conditions of eligibility, the criteria and mechanism of selection

[University policy states](#), “[S]abbatical leave may be approved for full-time teaching faculty of the schools (tenured, tenure-track, or non-tenure-track),...” A sabbatical for faculty involved in sponsored research

requires that all questions concerning agency policy, procedures, and approval be addressed and coordinated through the sponsoring agency and the U.Va. Office of Sponsored Programs and approved in writing prior to the sabbatical. A clear plan must be developed, illustrating how the faculty member intends to maintain engagement with the project if he/she is serving as principal investigator.

Faculty salary charged to sponsored funds during a sabbatical/leave should reflect the actual work performed on the project. Questions concerning the appropriateness of allocating leave costs to sponsored projects should be addressed by Human Resources and Sponsored Projects Accounting. Faculty whose compensation cannot be supported by sponsored funds while on sabbatical leave should provide supporting documentation in order to apply for sabbatical support that would allow them to develop new grant proposals or scholarly products while on leave.

Curry School dean, associate deans and department chairs may apply for sabbatical leave, but are ineligible to receive leave during terms in which they hold administrative duties. Leave may be awarded immediately following the conclusion of an administrative appointment. There is no policy or guideline governing Curry School administrative leave aside from this policy and UVA HRM-038. Sabbatical is not a guaranteed reward for administrative service. All sabbatical leave requests must be reviewed and approved through the process described in this policy.

Faculty may apply for leave no sooner than the beginning of their seventh year of full-time service to the University of Virginia (i.e., consulting, wage teaching are not full-time service). This time period reflects the seven-year tenure review clock and is considered the standard at many schools. Preference for offering sabbaticals will be given to faculty whose scholarship has been developed at the Curry School. Years of service, for purposes of this policy, exclude service to other universities and previous leave terms (i.e., a faculty member who took a year of leave in his second year of UVA employment would not be eligible for sabbatical before the beginning of his eighth year of service). After receiving sabbatical leave, a faculty member is ineligible for subsequent sabbatical for six years (exclusive of leave).

Sabbatical leave applications are submitted by faculty, reviewed by the sabbatical committee and extended by the dean to the faculty. The dean may seek advice from subject matter experts when evaluating faculty project proposals. Sabbatical committee members complete a rubric that will be made available to all applicants who are not awarded leave in any given cycle. See the rubric appended to this policy.

Faculty who have been denied reappointment are ineligible for sabbatical leave.

Sabbatical applications will be judged on their merits and in relation to other applications on the following criteria:

- Generation of value for the academic mission of the school, University and individual.
- Elevation of scholarship or scholarly standing. The sabbatical will allow a faculty member to sharpen knowledge, skills or abilities, or may provide time and resources to obtain new knowledge, skills or abilities.

- Development of a substantial scope of an academic program, this could be design of a new program or comprehensive review and revision of an existing program, which would be of clear value to the school and students.
- Demonstration of need for uninterrupted time. Sabbatical projects will not be practicable under a faculty member's standard workload or work location. Uninterrupted time will enable completion of a substantial scholarly project that would not otherwise be possible.
- Demonstration of intent to focus time, attention and energy around a sabbatical process by setting aside other teaching, research and service commitments.
- Potential to use time effectively. Department chairs and dean will consider past performance as an indicator of potential to complete a sabbatical project within one or two semesters and achieve the proposed project outcomes.
- Submission of a clear and practicable plan that will advance University, school and individual goals.

Applying for Sabbatical Leave

Sabbatical leave must be approved by the Dean of the Curry School, and must be endorsed by a faculty member's department chair and (if applicable) center director. Approvals from deans of school in which the faculty member holds primary, secondary or joint appointments must be requested and received before the Curry dean may approve sabbatical leave. Half-time and full-time sabbaticals may be awarded.

Faculty who apply for sabbatical leave are responsible for submitting a letter of intent to his or her department chair on or before September 1 of the academic year preceding leave. Included in the letter must be the semester(s) during which leave is proposed, a brief description of a proposed sabbatical project, and a description of arrangements to cover a faculty member's teaching, research and service duties while away. The proposed project should clearly convey reputational, instructional or scholarly benefit directly to the Curry School and University of Virginia.

Faculty must document all forms of compensation that will be received during leave. Faculty are encouraged to seek additional grants or contracts that may provide salary support while on leave, but salary will not rise or fall in relation to extramural funding. Faculty may, however, seek special funds required to meet expenses directly related to sabbatical projects. The Curry dean reserves the right to approve or deny funds to the extent that they originate with Curry or the Curry School Foundation.

Extramural and special funds must not commit a faculty member to additional effort that may compromise his or her ability to carry out the sabbatical project to its full extent. A dean may withdraw sabbatical support if the project is compromised by external engagements.

The sabbatical committee (the respective department chair, specifically), must submit a plan for the source of support to replace a faculty member on leave when conveying applications to the dean. For example, if teaching requirements will be absorbed by departmental colleagues, a wage faculty hire or a temporary change to the curriculum, those plans should be specified.

Curry's Schedule for Sabbatical Awards

The application and review processes for sabbatical leave occur in the fall of each year for leave no sooner than the fall semester of the following year. Faculty submit letters of intent to department chairs by September 1. The Sabbatical Committee, in turn, meet to select up to four faculty applications to send to the dean by October 1. The number of applications that the Sabbatical Committee may send forward from any one department may range between zero and four. There is no expectation sabbaticals are awarded proportional to number of faculty in a department or on a pre-determined schedule. The dean, in consultation with the Sabbatical Committee, will notify faculty applicants about the status of their requests by December 1. Faculty who have been awarded sabbatical leave may request minor changes to their projects by submitting a description in writing to their department chair and dean on or before February 1 before the scheduled start date. In the event that a faculty member wishes to request changes after February 1, s/he may be required to defer leave for one cycle. Deferments are not granted for more than one year.

Financing Sabbatical Leave

Generally, pay sources for faculty compensation will remain in place during a sabbatical period, and all costs will be carried by the department or research center to which the faculty member is most closely aligned. Faculty receiving pay from sponsored sources should contact UVA OSP and Curry Research Administration to determine their duty to notify sponsoring agencies as indicated above in policy section **"Conditions of eligibility, the criteria and mechanism of selection."** Depending on the sponsor, faculty may need to identify a temporary PI to oversee grant work and/or make changes to effort commitments. As a matter of policy and professional courtesy, faculty should notify research sponsors about extended absences. Federal sponsors require prior approval when an absence will meet or exceed three months.

The university's employment and intellectual property policies continues to apply to faculty while on leave. Faculty may not teach for another university during sabbatical leave.

Faculty Sabbatical Report Requirements

Curry faculty who have completed sabbatical leave must report the outcomes of the work in the subsequent annual reporting process. The instructional, reputational or scholarly benefits conveyed to the school and University must be highlighted in the report. Submission deadline is generally February 1 for the annual reporting cycle. Members of the sabbatical committee will review final reports and provide written feedback to the dean and faculty member.

As a condition of receiving sabbatical leave, faculty must agree to return to the University of Virginia, but not necessarily the Curry School, for at least one academic year after leave is completed. Upon return, faculty assume a full workload as determined in consultation with department chairs. Chairs do not have discretion to reduce work load before or after a sabbatical solely to accommodate faculty requests to anticipate or extend work undertaken during leave.

Faculty who, for whatever reason, choose not to return to UVA may satisfy the terms of this agreement by repaying salary and the University's share of fringe benefits for the term(s) she or he may have been on leave.

Deferring Sabbatical Leave

Faculty may defer sabbatical awards for up to one academic year after the earliest opportunity to take leave. For example, a professor awarded leave in fall 2017 would be eligible for leave in fall 2018. She may defer leave to fall 2019, but no later. Deferred sabbaticals reduce the number of sabbaticals that may be awarded in any given year so the total number of sabbaticals underway at one time does not disrupt core academic offerings.

Faculty who wish to defer sabbatical leave must submit a revised letter of intent to the dean and department chair as soon as practicable, but no later than February 1 preceding the sabbatical term. Earliest possible notice is requested so that teaching loads, research projects and school or university service commitments may be adjusted accordingly.

Curry Sabbatical Leave Policy: Evaluation Criteria

Criteria	Exceptional, exceeds requirements	Adequate; meets all requirements	Marginally acceptable; not all aspects of the task have been fulfilled
Submission of a clear and practicable plan that will advance University, School and individual goals and generates value for the academic mission of the school, University and individual	The letter clearly indicates a project or activity that generates value for the academic mission of the school, University and individual. The project is either work that is ongoing, builds on prior work or, in very specific terms, describes the new research focus. Clear deliverables are articulated and the plan is practical and achievable during the sabbatical.	The letter indicates a project or activity that is valuable. The project is either work that is ongoing, builds on prior work or describes the new research focus.	It is unclear how the project or activity will generate value for the academic mission of the school, University, and individual. It is unclear what project(s) the individual will be working on during the sabbatical, or the deliverables at the end of the sabbatical need further clarification. Plan is not practicable.
Elevation of scholarship or scholarly standing	The letter clearly indicates that the sabbatical will allow a faculty member to sharpen knowledge, skills, or abilities, or may provide time and resources to obtain new knowledge skills or abilities. The letter makes the case that development of these skills will lead to elevation of scholarship or scholarly standing	The letter indicates that the sabbatical will allow a faculty member to sharpen knowledge, skills, or abilities, or may provide time and resources to obtain new knowledge skills or abilities.	It is unclear that the project(s) will elevate the scholarship or scholarly standing of the faculty member.
Demonstration of need for uninterrupted time and demonstration of intent to focus time, attention, and energy by setting aside other commitments.	Clearly evident from past performance (annual reports and other metrics) that the individual has a full workload per the Curry faculty workload policy and has consistently exceeded expectations in research, teaching and service; based on assessment of past performance it is evident that the sabbatical project would not be practicable under a faculty member's standard workload or work location. The letter identifies a substantial scholarly project that would not otherwise be possible and outlines a plan that demonstrates the potential to use time effectively.	The individual has a full workload per the Curry faculty workload policy and has met or exceeded expectations in research, teaching, and service. The sabbatical would support completion of a project, but further clarification about how the time will be used effectively is necessary.	Assessment of prior performance indicates that either the expectations of the faculty workload policy or the annual report review criteria were not met OR Assessment of faculty load indicates that the proposed project could be completed as part of load.