**Sabbatical General Information**

* **Eligibility**
	+ 6 academic years of service in regular professorial rank
	+ While not encouraged, sabbaticals can occur before the 6 year mark with approval from the Dept, College and Central HR (e.g., synchronizing with spouse, etc...)
	+ Requests are made via the annual sabbatical request process
* **Requesting leave**
	+ Form J
		- Needs to be detailed and specific; revised form must be submitted if plans change
		- Must include evidence of support from sponsor if use of research funds will be used to cover salary
		- Any change to previously submitted Form J must be done in writing and changes must be documented and approved by the executive committee
		- If faculty member has an active joint appointment, the other unit will also need to sign off on the original Form J
* **Funding**
	+ One term sabbatical at 100% salary funding
	+ 2 terms sabbatical at 50% funding
	+ Internal/External funding can be sought but in no case can the total compensation exceed the academic year compensation rate.
	+ Faculty discretionary funds may be approved by the ADAA.
	+ Sponsor funds are okay with sponsor approval or DRDA confirmation that sponsor approval is not needed.
* **Faculty Obligations**
	+ Report to the chair is required using web form upon return from sabbatical
	+ Return to the university for at least 1 year following leave
	+ Impact on furlough, cannot take furlough within 4 years of last sabbatical
	+ Cannot accept paid appt for more than 50%
	+ Consulting activity must be disclosed to the College and cannot exceed 2 days per month with a 50% appt.
	+ Faculty may not hold an administrative appointment during the term of his/her sabbatical.
	+ Overload appointments will not be approved during sabbatical leave.
	+ Cost-of-living expenses at remote location generally are not an allowable charge to University funds.