Attached are instructions from the Office of the President for application for sabbatical leave of absence for the academic year 2000-01. College offices should distribute this information to each of their units along with any additional college instructions for sabbatical application. Applicants should be provided with a copy of the attachment when given the application form and instructed to give careful attention to the detailed guidelines.

Each applicant’s records should be checked to determine eligibility for the requested leave prior to transmittal of the form to Academic Affairs. Faculty members may accumulate credit by full quarters and/or semesters served, with three quarters/two semesters counting as one year of credit. Credit may begin to accumulate for subsequent sabbaticals at the beginning of the term following the last sabbatical taken. Time spent on leave without pay will not ordinarily count as credit toward a sabbatical. In special cases, credit may be requested for time on leave without pay, e.g., leaves taken to accept a fellowship that is not processed through the University. This office prior to taking the leave without pay should approve these exceptions.

Applicants should be reminded that sabbatical leaves of absence are a privilege, not a right, and all administrators and reviewing bodies in the approval process will weigh applications on their merit.

Faculty members should be reminded that if taking a sabbatical leave is contingent on receipt of additional financial aid, details of such contingency should be included in the Statement of Plans. In no case should the individual delay applying for leave while awaiting word on a grant proposal.

Applications (2 copies – original & 1 photocopy) must be received in Academic Affairs no later than Friday November 5, 1999. Curricula vitae are no longer required with the application.

Questions about sabbatical leaves may be directed to Academic Affairs (x5-2414).
The Sabbatical application form is now available and can be completed on the Web using Microsoft Word format. A supply of the forms will also be made available through Academic Affairs.

Faculty members are often interested in subletting their homes while away on sabbatical. The ACADEMY seems to be a convenient way for these people to advertise the availability of their homes. Units could also check this source for visiting faculty members looking for temporary housing.

EH:mnk
Attachment

Cc: Vice Chancellors
    Academic Human Resources
The University of Illinois Statutes, at Article IX, Section 6, provide that members of the faculty "may be granted a sabbatical leave of absence with pay for the purpose of study, research, or other pursuit, the object of which is to increase the faculty member's usefulness to the University." (Section 6.a.) "Leaves of absence ... are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields." (Section 6.e.)

Work toward a graduate degree does not qualify as an acceptable program for a sabbatical leave.

All sabbatical leaves are subject to approval by the Board of Trustees, upon recommendation of the President of the University.

Each Chancellor will issue to campus administrative officers whatever directions might be necessary concerning intracampus handling of applications for sabbatical leave.

1. General Procedures

   I. Applications are prepared in triplicate by eligible faculty members who seek sabbatical leave and are transmitted through the heads of departments and deans of colleges (or directors of similar units) to the Chancellor.

   2. The Chancellor forwards the applications to the campus Research Board (or other similar review board authorized by the Chancellor) for evaluation and recommendation.

   3. In light of these recommendations, the Chancellor transmits the applications, with his/her recommendations to the President.

   4. After appropriate review of the applications and recommendations from the campuses, the President submits his/her recommendations to the Board of Trustees.

11. Policies and Guidelines Concerning Sabbatical Leaves of Absence

   An excerpt from the University of Illinois Statutes giving the complete text of the provision governing sabbatical leaves is enclosed. The regulations and procedures outlined in these guidelines have been established by the President of the University pursuant to statutory authorization.

   The sequence of the sections and subsections that follow is the same as on the form:
   APPLICATION FOR SABBATICAL LEAVE OF ABSENCE.
PERIOD OF LEAVE REQUESTED

A total of 14 possible options (combinations of leave duration and fraction of salary to be paid) is given in Section 6.a. of the University Statutes. Six of the options are available to faculty members on academic-year appointments; eight of the options (Section 6.a.(4)) are available to faculty on 11-month appointments. Generally, other options will not be available.

A sabbatical leave of absence for a specified period of time at one-half pay cannot be changed to leave for a period of time at full pay without prior approval of all recommending officers—unless such option was requested in the original application and subsequently approved by the Board of Trustees.

IS LEAVE OR PLAN FOR LEAVE CONTINGENT UPON RECEIPT OF SUPPLEMENTARY FINANCIAL AID? APPLICATION FOR GRANT MADE TO PRESENT STATUS OF APPLICATION FOR GRANT

If successful completion of the program of research, study, or travel is contingent upon the applicant's receiving additional financial aid, either from the University or elsewhere, details concerning such contingency and a description of the alternative plan should be included in the Statement of Plans. In no case should an individual delay applying for a sabbatical leave while awaiting word on a grant proposal.

If the individual wishes to combine his or her sabbatical leave and salary with additional leave and salary supported by outside funds administered by the University, the arrangements must be as follows: (a) the combined salary may not exceed the faculty member's 100% salary for the appointment year during which the sabbatical is taken; (b) if sponsored project funds are used in combination with the sabbatical salary, an explicit statement must be submitted with the sabbatical application indicating that the proposed salary payment from sponsored project funds has the approval of the contracting or granting agency, or will have if support from an external sponsor has been requested but is still pending.

The possibility of using such funds to complement sabbatical leave salary does not in any way alter or change the spirit of the statutory requirements. The Statutes provide that a faculty member, while on leave, may give a limited number of lectures or perform a limited amount of work. However, in such cases the approval of the Chancellor to the giving of the lectures or the doing of such work shall be required. The Statutes further go on to permit "the acceptance by a faculty member, while on leave, of a scholarship or fellowship carrying a stipend for the purpose of study, research, or scientific investigation or the acceptance of a grant of money made for such purposes, provided that the acceptance of the grant does not impose on the recipient duties and obligations the performance of which would be incompatible with the pursuit of the general purpose for which leaves of absence are granted." (Section 6.e.)

PURPOSE FOR WHICH LEAVE IS REQUESTED
WHERE WILL LEAVE BE USED?

The following are examples of the "concise statement, of not more than 25 words, for informational purposes in presenting the application to the Board of Trustees."

"To examine the state of energy conscious architecture, with particular attention to the passive use of solar energy for housing in the Chicago area."
"To complete a major series of paintings that deal with alterations of the rectangle in combination with painted illusions."

"To study feeding mechanisms in carnivores and to develop a graduate course on the physiology of human feeding."

"To learn cereal culturing techniques to be utilized in later research

"To complete research and write a monograph on the theme of the American claimant in 19th Century American fiction, and to read in American literary scholarships."

"To search for production of new particles at I TeV accelerator."

"To complete studies of the development of the spatial distributions and morphological structures of American cities, and to continue research on organizational and operational structures of medieval cities of Western Europe."

The following are examples of responses to the query: "Where will leave be used?"

"Work to be done in New York, Paris, and Jerusalem at the major research libraries of Columbia University, the Sorbonne, and the Institute Al-Kazar."

"Work to be done at the University of Gothenburg in Sweden in association with Professor Karl Tiselius, a noted scholar in my field."

"Work to be done on the Urbana-Champaign campus because of its excellent library facilities."

"Work to be done at the British Museum (London) and the University of Lima (Peru) which have important archives."

"Work to be done primarily at CERN-Geneva, which has the world's best laboratories for this kind of investigation."

STATEMENT OF PLANS

Each application requesting sabbatical leave must be supported by a description of the activities to be undertaken during the proposed leave. This description "should explain in detail how the purposes identified above are to be accomplished. It should indicate what facilities will be used and may have been arranged for, why the period of leave will be used in a particular location, the general plan of procedure, the relationship of the activity to other work in the field, and its potential significance or usefulness as a scholarly or creative production, or as an educational tool, or as a means of improving the applicant's capabilities and value in carrying out his/her University duties." Further, the description should show how the proposed activity will "improve the applicant's capabilities for carrying out objectives of the Department and the University," explain "unique features relating the proposal to campus goals," and, where appropriate, show how "the proposed activity will help the applicant to better serve particular needs of the state of Illinois or the nation."
To meet these requirements, a **STATEMENT OF PLANS** should be attached to each of the three copies of the **APPLICATION** form. A single-spaced heading should be used and include: name of the applicant, campus and unit affiliations, **period** and **place** of proposed leave, a **brief title** (similar to the 25-word informational statement described earlier), and the date of submission. The following is an example of the format and content of heading:

**STATEMENT OF PLANS**

NAME: Robert L. Capps  
CAMPUS: Chicago  
PERIOD: Fall Semester 1999-2000  
DATE: November 25, 1998  
UNIT: Department of Physics  
PLACE: Fermilab (USA) CERN

Brief Title: Search for production of new particles at I TeV accelerators.

The **STATEMENT OF PLANS** will be a statement of **not more than 1000 words** providing sufficiently detailed information concerning the proposed course of study, travel, research, creative work, or investigation to permit an evaluation of the program to be undertaken in the light of the provisions of Sections 6.a. and 6.e. as reflected in the statements of the **APPLICATION** form, quoted just above.

Written to be understandable to faculty colleagues in other disciplines, it should include a description of the proposed research or creative work; an explanation of its significance to the applicant and of its possible role in the furtherance of knowledge in his or her field; and, information on the institution or place where the work will be undertaken and reasons for its pursuance there and then. The statement should help the reviewers understand the relation of the proposed activities to the applicant's career in departmental, University, disciplinary, and other appropriate contexts. Please do not include a Curriculum Vitae, research summary, list of publications, or similar career documentation. If additional materials are needed during processing of an application, they will be requested specifically.

**STATEMENT BY THE DEPARTMENT HEAD/CHAIR**

Recommendations from the head of the department and the dean or director of the college or school concerned must accompany the application, including a statement as to what provision will be made for the workload of the applicant during his or her absence. The statement would cover the direction of graduate theses of students for whom the applicant is an advisor. Furthermore, it should indicate whether or not any additional expense to the University would be involved if the leave were granted.

Applications ordinarily should not be approved if any additional costs to the University are involved. If exceptions to this rule are to be made, a specific request should be submitted through appropriate channels and should have the approval of the Chancellor.

The sabbatical leave options available to faculty are limited to those specified in the University **Statutes**. No other options should be negotiated or approved. Section 6.f. of the **Statutes** authorizes the President "to make appropriate adjustments ... in exceptional cases where special consideration is warranted." Recommendations for such adjustments will require written justification and specific action by the President or the President's designee, the Vice President for Academic Affairs.
Other Required Approvals

If the applicant is the principal investigator (P.I.) for a federally funded project, and if the P.I. will be unable to actively manage the project for three months or more, the P.I. must designate a substitute P.I. This designation should be done via a letter initiated by the P.I., approved by the department, and processed through Grants and Contracts for sponsor approval.

In addition, if the applicant wishes to take University equipment off campus during the sabbatical, an Inventory Loan Agreement must be completed, approved, and filed in the administrative office of the loaning unit before any equipment is removed.

Required Report

Upon the faculty member’s return from sabbatical leave, he or she is required to submit, through the department head and dean (or director) to the Chancellor, a report in duplicate on his or her study and travel during the sabbatical period. The Chancellor will refer the report to the Research Board or other appropriate campus review board for evaluation and comments.

Submission Deadlines

Applications for sabbatical leaves will be presented to the Board of Trustees at its March meeting. Approved applications are due in the Office of the Secretary of the Board of Trustees on February 1, 1999; campus internal deadlines should be established accordingly. Application for sabbatical leave should not be delayed while awaiting grant approval; rather, application for sabbatical leave should be made in time to meet all campus and university deadlines and be contingent upon grant funding.
ARTICLE IX. ACADEMIC AND ADMINISTRATIVE STAFFS

Section 6. LEAVES OF ABSENCE FOR MEMBERS OF THE FACULTY

a. On the recommendation of the head or chair of a department with the concurrence of the dean of the college, or on recommendation of the dean or director of an independent campus unit, subject to approval by the chancellor, the president, and the Board of Trustees, a member of the faculty who has the rank of professor, associate professor, or assistant professor and who has served the University for the periods indicated below on full-time appointment as an assistant professor or in higher rank since the faculty member's original appointment or since the termination of that faculty member's last leave on salary, is eligible to apply for and may be granted a sabbatical leave of absence with pay for the purpose of study, research, or other pursuit, the object of which is to increase the faculty member's usefulness to the University. The following options are available:

(1) After completion of eight appointment years of full-time service:

Two semesters at 2/3 salary
or
One semester at full salary

(2) After completion of six appointment years of full-time service:

Two semesters at 1/2 salary
or
One semester at full salary

(3) After completion of three or four appointment years of full-time service, in cases where the interest of the department and the University would clearly be served thereby, and provided that granting of leave does not involve expense to the University in excess of the portion of salary which is released in consequence of taking such leave, the following options are available:

After three years: One semester at 1/2 salary
After four years: One semester at 2/3 salary

(4) Faculty on "Y" (I I month) appointments may be granted sabbatical leaves, subject to the other, general conditions of this section, as follows: After completion of nine years of fulltime service, three-fourths of an appointment year at full pay; after completion of eight years of full-time service, one appointment year at two-thirds pay or two-thirds of an appointment year at full pay; after completion of six years of full-time service, one appointment year at half pay or one-half appointment year at full pay; after completion of four years, one-half appointment year at two-thirds pay; after completion of three years, one-half appointment year at half pay or one-fourth appointment year at full pay.
b. In recommending a leave with pay according to any of the options provided above, it shall be understood by all recommending officers concerned that the department in which the applicant is teaching or working undertakes, so far as is practicable, to carry on during the applicant's absence without increase in the departmental budget, such part of the applicant's work as the interests of the department and of the University require to be continued without interruption during the period of absence.

c. Service credit for leave of absence with pay is not cumulative, unless otherwise provided for in special cases. Each person who has been on leave of absence shall, on the termination of the leave, make a report through the usual official channels of communication to the chancellor concerning the nature of the studies, research, or other work undertaken during the period of absence.

d. A member of the faculty to whom any such leave of absence has been granted shall agree to return to the University on the expiration of the leave and to remain in its service for at least one year thereafter; and the University, on its part, shall agree to retain the faculty member in its service for the period of one year after the faculty member's return.

e. Leaves of absence granted in accordance with the foregoing terms and conditions, with the privileges pertaining thereto, are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields. No one to whom a leave of absence with pay has been granted shall be permitted while on such leave to accept remunerative employment or engage in professional practice or work for which pecuniary compensation is received. This prohibition, however, shall not be construed to forbid a faculty member while on leave from giving a limited number of lectures or doing a limited amount of work. But, in such cases, the approval of the chancellor to the giving of the lectures or the doing of other work shall be required. Nor shall the prohibition be interpreted to forbid the acceptance by a faculty member, while on leave, of a scholarship or fellowship carrying a stipend for the purpose of study, research, or scientific investigation or the acceptance of a grant of money made for such purposes, provided that the acceptance of the grant does not impose on the recipient duties and obligations the performance of which would be incompatible with the pursuit of the general purpose for which leaves of absence are granted.

f. The president shall establish regulations and procedures necessary for the administration of these provisions and is authorized to make appropriate adjustments in the terms of leave with pay to ensure equitable benefits for members of the faculty in exceptional cases where special consideration is warranted.

g. Leaves of absence without pay. On the recommendation of the head or chair of a department with the concurrence of the dean of the college, or on the recommendation of the dean or director of an independent campus unit, a member of the faculty may be granted a leave of absence without pay by the chancellor for a period of one year or less. Such a leave may be renewed in special circumstances ordinarily for not more than one year. Time spent on a leave of absence without pay does not ordinarily count toward the probationary period of a faculty member on definite tenure, nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance.
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

Encircle Appropriate Campus:  Chicago  Springfield  Urbana-Champaign

NAME..............................................................................................................

DEPARTMENT...................................................................................................

PERIOD OF LEAVE REQUESTED, i.e., full academic year, first or second semester, etc. (If you are on "Y" appointment, indicate specific dates of beginning and termination of leave):

Salary or fraction (Full, ½, etc.)

IS LEAVE OR PLAN FOR LEAVE CONTINGENT UPON RECEIPT OF SUPPLEMENTARY FINANCIAL AID? If so, describe in the Statement of Plans the alternative plan to be followed if supplementary financial aid is not received; indicate here the alternate period and salary or fraction of pay requested.

Alternate Period

Salary or fraction (Full, ½, etc.)

APPLICATION FOR GRANT MADE TO

Agency

Amount

PRESENT STATUS OF APPLICATION FOR GRANT

PURPOSE FOR WHICH LEAVE IS REQUESTED

This statement of not more than 25 words will be used to present the application to the Board of Trustees.

Indicate approximately the expected distribution of your efforts while on leave. (It should be understood that a leave may be justified for any of these activities, provided the Statement of Plans relates the activities in a significant way to valid institutional and professional objectives.)

(a) ________% to conduct research,
(b) ________% to engage in artistic or professional creative activity,
(c) ________% to develop instructional materials such as texts or laboratory manuals,
(d) ________% to improve personal competence in a field appropriate to the applicant's University duties,
(e) ________% other (explain).

WHERE WILL LEAVE BE USED?

Indicate institutional affiliation(s), state, country, and reason for the particular location(s):

STATEMENT OF PLANS

Attach Statement of Plans for the sabbatical leave; this information is used principally by Research/Review Board members, who evaluate and make recommendations to the Chancellor. The Statement of Plans should explain in detail how the purposes identified above are to be accomplished. It should indicate what facilities will be used and may have been arranged for, why the period of leave will be used in a particular location, the general plan of procedure, the relationship of the activity to other work in the field, and its potential significance or usefulness as a scholarly or creative production, or as an educational tool, or as a means of improving the applicant's capabilities and value in carrying out his/her University duties.

Date........................................ Signature of Applicant........................................
STATEMENT BY THE DEPARTMENT HEAD

Specific provisions to be made to cover applicant's work during his/her absence:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Will leave involve additional expense to the University? If so, give amount and explain.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Will the proposed activity improve the applicant's capabilities for carrying out objectives of the Department and the University? (If there are unique features relating the proposal to campus goals or if the proposed activity will help the applicant to better serve particular needs of the State of Illinois or the nation, please explain.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This application has rank ______ in a total of ______ applications from this department, which has ______ full-time academic staff members.

I approve of the above request for leave:

________________________________________________________________________

Head of Department

____________

STATEMENT BY THE DEAN

I approve the above request for leave. I believe that the department can function effectively if no more than __________ requests for sabbatical leaves are granted.

Dean

____________

Recommendation of Research/Review Board (encircle): Approval Disapproval

Comment:

________________________________________________________________________

________________________________________________________________________

Date:______________________________ Signature of Chairman of Research/Review Board __________________________

____________

FOR CHANCELLOR'S OFFICE USE

Date of Applicant's Appointment to the Staff

Period of Previous Sabbatical

____________

Recommendation of Chancellor (encircle): Approval Disapproval

Date:______________________________ Signature of Chancellor __________________________

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