

August 22, 2016

To: Deans Council

From: Susan Poser
Provost and Vice Chancellor for Academic Affairs

Re: Sabbatical Leaves of Absence for 2017-2018

The sabbatical instructions, guidelines, and application form for academic year 2017-2018 have been released by the Office of the Vice President for Academic Affairs. A copy of the guidelines and application form are also attached for your reference. These documents and other information may also be accessed at: [FPPG 201: Sabbatical Leaves of Absence](#).

There have been no substantive changes to the guidelines and application for AY17-18; however, units and colleges should keep in mind the following information regarding the initial application:

- Any sabbatical leave involving sponsored funds will be reviewed by the Office of the Vice Chancellor for Research, and supporting documentation must be attached to the application.
- Changes in terms or plan of sabbatical leave after the application has been submitted, or following approval must be re-submitted through the normal channels of approval – see Section IV of the guidelines.

College offices should distribute this information to their units along with any additional college instructions for sabbatical applications. Applicants should be provided with a copy of the [Guidelines for Sabbatical Leave](#) when given the application form and instructed to give careful attention to the detailed guidelines. The sabbatical application can be completed online using [Microsoft Word](#) or [PDF](#) format, printed and submitted to the applicant's department.

Applications (original and one photocopy) are due in the Office of the Vice Provost for Faculty Affairs (OVPFA), 601 S. Morgan Street, Room 2631, MC 103 no later than **Friday, October 28, 2016**. Please set your College review deadlines accordingly to meet this timetable.

Application reminders:

- Faculty members 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.
- As units and colleges review sabbatical applications, each applicant's record should be checked to determine eligibility for the requested leave prior to transmittal of the application form to the OVPFA. Faculty members may accumulate credit by semesters or years served, with two semesters counting as one year of credit for nine-month faculty. Time spent on leave without pay will not ordinarily count as credit toward a sabbatical (see [FPPG 203](#) for further information). Sabbatical credit during a leave without pay must be requested at the time of the leave without pay and must be approved by my office.
- If taking a sabbatical leave is contingent on receipt of supplementary 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.

Post-return reminders:

- Faculty sabbatical leave report activities should include how the sabbatical leave enhanced the individual's value to the University and how it improved the applicant's capabilities for carrying out the objectives of the unit and the University.
 - **A statement by the Unit Executive Officer(s) must be included to acknowledge their review and subsequent approval of the report prior to the Dean(s) endorsement).**
 - Reports are due in the OVPFA within 60 calendar days of the faculty member's return from leave.
- Faculty members must remain in service to the University for at least one year following return from a leave. If the obligation to remain in service for a year following the sabbatical leave is not fulfilled, the faculty member, or his/her new employer must reimburse the University for the salary paid while on sabbatical leave. Directly above the applicant signature line is the statement: "I have read and understand the policy on sabbatical leaves of absence. I agree to adhere to the policy as it is written."

Questions about sabbatical leaves may be directed to the Office of the Vice Provost for Faculty Affairs at extension 3-3470, or via email at facultyaffairs@uic.edu.

Attachments

cc: Robert Barish, Vice Chancellor for Health Affairs
Mitra Dutta, Vice Chancellor for Research
Renée R. Taylor, Vice Provost for Faculty Affairs
Angela L. Yudt, Associate Vice Provost for Faculty Affairs
College HR Contacts

