

August 28, 2017

To: Deans Council

From: Susan Poser
Provost and Vice Chancellor for Academic Affairs

Re: Sabbatical Leaves of Absence for 2018-2019

The Office of the Executive Vice President and Vice President for Academic Affairs has released the sabbatical instructions, guidelines, and application form for academic year 2018-2019. As mentioned in Dr. Wilson's memo of August 8, 2017, the sabbatical application and approval process is a new electronic system. Please see the attachment for further information.

The requisite documents and additional information may be found on the EVP/VPAA website: https://www.vpaa.uillinois.edu/resources/Sabbatical_Application_and_Guidelines as well as through the Office of Faculty Affairs: [FPPG 201: Sabbatical Leaves of Absence](#).

College offices should distribute this information to their units along with any additional college instructions for sabbatical applications. Applicants should be provided with the links above and be instructed to give careful attention to the detailed guidelines.

Applications must be routed through the system to the Office of the Vice Provost for Faculty Affairs no later than Friday, October 27, 2017. Departments and colleges should set their 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 electronic application 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 acknowledgement 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.

Attachment

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