

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

618-453-5744
provost@siu.edu

SABBATICAL AND LEAVES OF ABSENCE INFORMATION

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Policies and Guidance about Leaves of Absence (including Sabbaticals) can be found in the following policies or collective bargaining agreements:

- University Policy - [Leaves/Absences for Faculty and A/P](#)
- SIUCFA Agreement – See *Article 15*
- NTTFA Agreement – See *Article 12*

For more information about Leaves of Absence (including Sabbaticals) and how to apply, please click on the appropriate link below:

[Personal Leave \(including Educational Leave and Leave Without Pay\)](#)

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PROVOST'S OFFICE:

Frequently used [FORMS](#)

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Contact Us

Provost and Vice Chancellor for Academic Affairs
1265 Lincoln Drive
Anthony Hall - MC 4305
Carbondale, Illinois 62901

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PROFESSIONAL DEVELOPMENT LEAVE

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**Professional Development
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Professional Development Leave Applications

Requests for [professional development leave](#) should be submitted through the chair/director to the dean's office using the *Application for Sabbatical/Professional Development Leave* form (available upon request from Clarissa Terbrak, Associate Provost for Academic Administration's office). In addition to the completed form, a current CV must be included; additional documents (letters of support, images, etc.) are optional.

Upon approval by the dean, the request should be submitted to the Associate Provost for Academic Administration (via email to Clarissa Terbrak). The submission should include the faculty member's application form, including attachments, and recommendation memos from the chair/director and dean. One or both of the recommendation memos must include information on how the department/school/program will cover the faculty member's absence.

All professional development leave requests provisionally approved at the Provost level require final review and ratification from the Board of Trustees. The Provost will issue a provisional recommendation to the faculty member, department, and college after review; a fully executed copy of the application or a notice of non-approval will be issued once the Board has made their determination.

Professional Development Leave requests are accepted for review year-round.

Professional Development Leave Reports

A written report summarizing what was accomplished during the leave shall be submitted to the Associate Provost for Academic Administration (via email to Clarissa Terbrak), using the *Sabbatical/Professional Development Leave Report* form, within six months following the completion of a professional development leave.

- [Provost Office Point of Contact](#)
- [2018-19 Planning Calendar](#)

[SIUC Collective Bargaining
Agreements](#)

For Information or Assistance:

- **David L. DiLalla**
Associate Provost for
Academic Administration
ddilalla@siu.edu
- **Clarissa Terbrak**
Business/Administrative
Associate
terbrak@siu.edu

Anthony Hall, Room 310
P: 618.536.5535
F: 618.453.3400

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SABBATICAL LEAVE

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Sabbaticals are intended to promote professional development by allowing an opportunity for extraordinary work: that is, something beyond work done during a regular academic year.

Sabbatical Applications

Applications should clearly describe how a project fits into the applicant's career (builds on past work and promotes significant growth), as well as providing a detailed plan of what will be done, where it will be done, what resources (e.g., collections, field site) will be involved, and what will be produced (e.g., book draft, completed articles, performances or installations, and so forth).

Sabbatical applications require the ratification of the Board of Trustees. The Provost will issue a formal recommendation to the faculty member, department, and college after review; a fully executed copy of the application or a notice of non-approval will be issued once the Board has made their determination.

Sabbatical applications are accepted on an annual basis for the following fiscal year. Deadlines are announced shortly after the start of Fall semester. For FY20 deadlines, please see [Annual Sabbatical Leave Information](#).

Changes to Sabbaticals

Changes to the dates, length, or pay status of sabbaticals must be submitted **prior to the start of the sabbatical period**, or as soon as possible after the sabbatical has begun, through the same administrative approvals as the original sabbatical proposal. Approvals to changes in the dates or length of sabbatical must include a letter of support from the department/college that the unit can accommodate the change in schedule. If a proposed change to the dates of an approved sabbatical would result in the sabbatical moving to the next sabbatical cycle (e.g., from Spring semester to the following Fall semester), then the original sabbatical application should be canceled, and the faculty member should submit a new application for the next sabbatical cycle.

Changes to the substance of the sabbatical project must be submitted **prior to the start of the sabbatical period** through the same administrative approvals as the original sabbatical proposal. This request should include a revised brief abstract, to be put before the Board of Trustees, and any revisions to the detailed summary of application as appropriate for the changes.

All changes to sabbaticals require Board of Trustees ratification.

Cancellations of Sabbaticals

Requests to cancel approved sabbaticals, initiated by the faculty member, must be submitted **prior to the start of the sabbatical period** through the same administrative approvals as the original sabbatical proposal. The cancellation request must include the original dates of the sabbatical request and the reason for the cancellation request. Cancellations of approved sabbaticals will not affect the future sabbatical eligibility of the faculty member.

All faculty must submit a written report on sabbatical activity upon return from Sabbatical Leave. Information on sabbatical report requirements can be found on the [Sabbatical Reports](#) page.

- [Provost Office Point of Contact](#)
- [2018-19 Planning Calendar](#)

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FY20 SABBATICAL APPLICATION DEADLINES

September 1, 2018 – FY20
Sabbatical Application Period
opens

November 1, 2018 – Deadline for
Sabbatical Application submission

Spring 2019 - Board Ratification
of Sabbatical Applications

Spring 2019 - Faculty
notifications of Board Ratification

For Information or Assistance,
please email us:

pvcsabbatical@siu.edu



Sabbatical Leave Application Process

Source:

pvcaa.siu.edu/academic-administration/leave-information/sabbatical-leave/sabbatical-process.php

Downloaded: 7/19/2019

Eligibility Criteria for FY20 Applications

- Faculty applying for sabbatical leave must possess tenure at the time the leave will be taken.
- Faculty applying for a FULL SABBATICAL LEAVE that begins in FY20 (July 1, 2019 through June 30, 2020) must have completed a total of 6 years of service on continuing appointment (as below):

For the faculty member's first sabbatical

SIUC Start Date	Earliest Sabbatical Begin Date
July 1, 2013	July 1, 2019
August 16, 2013	August 16, 2019
January 1, 2014	January 1, 2020

For subsequent sabbatical

Prior Sabbatical Ending Date	Earliest Sabbatical Begin Date
June 30, 2013	July 1, 2019
August 15, 2013	August 16, 2019
December 31, 2013	January 1, 2020

- Faculty applying for a PARTIAL SABBATICAL LEAVE that begins in FY20 (July 1, 2019 through June 30, 2020) must have completed a total of 3 years of service on continuing appointment (as below):

For the faculty member's first sabbatical

SIUC Start Date	Earliest Sabbatical Begin Date
July 1, 2016	July 1, 2019
August 16, 2016	August 16, 2019
January 1, 2017	January 1, 2020

For subsequent sabbatical

Prior Sabbatical Ending Date	Earliest Sabbatical Begin Date
June 30, 2016	July 1, 2019
August 15, 2016	August 16, 2019
December 31, 2016	January 1, 2020

Application Process

- Please note: Applications (including CV and any optional supplemental materials) must be submitted electronically via email for the FY20 sabbatical period.
- Cover memos from units or colleges are not required and should only be included if information cannot be included on the Application for Sabbatical Leave form.
- Sabbatical applications require the approval of the Board of Trustees. The Provost will issue a formal recommendation to the faculty member, department, and college after review; a fully executed copy of the application or a notice of non-approval will be issued once the Board has made their determination.

- Answers to frequently asked questions are available here. Please contact us at pvcabbatical@siu.edu if you have additional questions.

Information for Applicants

- Complete the Application for Sabbatical Leave form and email it to your chair/director for their review/recommendation using the "Submit" button at the bottom of the PDF form.
 - The form must be saved and/or opened within Adobe Reader (i.e., it cannot be opened in a web browser). If you right-click the "Download Form" link on the eForms page and "Save As", you are able to download the PDF and open it with Adobe Reader. For Mac OS: either control+click or click and hold the mouse button down on the link until the menu pops up and save as PDF.
 - Please be sure to save the PDF once completed and prior to clicking the "Submit" button so that the complete application will be transmitted.
- Attach a copy of your current curriculum vitae to your email. The CV is required as part of the application process. You may submit your CV as a Word document or as a PDF file.
 - Please make sure your CV file name includes your last name (recommended nomenclature - FY20SabbaticalCV_LastName).
- Attach any optional supplemental materials to your email. Supplemental materials may be uploaded (in any electronic format) in support of an application, but are not required.
 - Please make sure your supplemental materials file(s) name includes your last name (recommended nomenclature - FY20SabbaticalSupplemental_LastName).

Information for Chairs/Directors

- Please review the submitted Application for Sabbatical Leave form and additional application materials and, on the PDF form,:
 - Check the Recommended or Not Recommended radio button;
 - Check the Unit Verification of Fiscal Understanding box (as appropriate);
 - Include any (limited) comments/remarks in the Chair/Director Comments field (as appropriate); and
 - Sign and date the application.
- Email the application, including CV and any supplemental material(s), to your dean's office for review/recommendation using the Submit button at the bottom of the PDF.
 - Please be sure to save the PDF once completed and prior to clicking the "Submit" button so that the complete application will be transmitted.

Information for Deans

- Please review the submitted Application for Sabbatical Leave form and additional application materials and, on the PDF form,:
 - Check the Recommended or Not Recommended radio button;

- Check the College Verification of Fiscal Understanding box (as appropriate);
- Include any (limited) comments/remarks in the Dean Comments field (as appropriate); and
- Sign and date the application.
- Email the application, including CV and any supplemental material(s), to pvcabbatical@siu.edu for review/recommendation using the Submit button at the bottom of the PDF.
 - Please be sure to save the PDF once completed and prior to clicking the "Submit" button so that the complete application will be transmitted.
- You may submit all college applications in a single email, grouped by department, or individually.

Deadlines

- Friday, September 1, 2018 – official communication to deans, directors, and chairs soliciting applications.
- Wednesday, November 1, 2018 – deadline for sabbatical application submission to Provost's office via email to pvcabbatical@siu.edu.
 - Please note your departmental/school and college deadlines will be earlier.
- Spring 2019 - Board Ratification of Sabbatical Applications
 - Recommended applications for faculty who hold tenure at the time of application will go before the Board in March/April
 - Recommended applications for faculty who hold do not hold tenure at the time of application will go before the Board in May
 - All faculty whose applications are ratified by the Board will be notified following the relevant Board meeting



Sabbatical Leave Application

Source:

eforms.siu.edu/siuforms/forms/hro3004.pdf

Downloaded: 7/19/2019

APPLICATION FOR SABBATICAL LEAVE

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

FACULTY MEMBER INFORMATION

LAST	FIRST	MIDDLE	Employee ID	Mail Code
Position ID 1	Rank or Title (Job)	Department (Organization)	FTE	
Position ID 2	Rank or Title (Job)	Department (Organization)	FTE	
Tenure/Tenure-Track Hire Date		Most recent leaves with or without pay (provide dates)		

LEAVE INFORMATION

Sabbatical Leave	
Type of Leave	Appointment Type
Effective Dates of Leave	Fiscal Year Leave Begins
Sabbatical Length	

APPLICANT'S VERIFICATION OF UNDERSTANDING:

- ☐ **Obligation to Return:** I understand that, if granted leave, I am obligated to return to the University for at least one academic year following my return from sabbatical leave. Failure to return to the University for all or part of the period described above will entitle the University to be reimbursed for an amount of salary proportional to the length of time remaining.
- ☐ **Obligation to Report on Leave Activities:** I understand that, if granted leave, I am obligated to provide a report within the timeline stated in the SIUC Faculty Association contract or University policy, as applicable, upon completion of the leave.
- ☐ **Obligation to Seek Approval for Revisions:** I understand that, if granted leave under the conditions described and conditions relating to the leave change, I am obligated to submit a statement of revision setting forth the requested amendment(s) for review through the appropriate administrative approval levels.
- ☐ **Obligation to Seek Approval for Remuneration:** I understand that, if granted leave, I am required to submit a separate request for approval for any anticipated earnings from an entity other than SIU during this period. The *Annual Disclosure of Proposed Non-University Activities and Financial Interests* form must be submitted and approved separately from the Sabbatical Leave application and must be approved prior to engaging in any outside activity.
- ☐ **Eligibility for Tenure-Track Faculty:** I understand that, if I am not awarded tenure, this sabbatical request will become null and void.

Applicant's Signature

Date

ADMINISTRATIVE APPROVALS

Verification of Fiscal Understanding: I verify that the applicant's unit is able and prepared to cover classes using existing faculty and without additional budgetary resources from Central Administration. I understand that the applicant's unit may use salary dollars saved by sabbaticals taken at half-pay to pay for replacement faculty.

Chair/Director
Comments

☐ Recommended

☐ Not Recommended

☐ **Unit Verification of
Fiscal Understanding**

Chair/Director

Date

Dean
Comments

☐ Recommended

☐ Not Recommended

☐ **College Verification of
Fiscal Understanding**

Dean/Director

Date

Vice Chancellor/Provost

Date

Date of Ratification by the Board

APPLICATION FOR SABBATICAL LEAVE

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Please provide detailed summary of application. Please answer all questions completely (form will expand with response).
Supplemental materials (letters of support, graphics, charts, etc.) may be attached to this form in addition to the text response provided below.

Provide a brief abstract (up to 100 words) of the planned activities and outcomes during the proposed leave. Please use lay-terms; this information is used to prepare a document for approval by the Board of Trustees.

Provide the location(s) of the proposed sabbatical activities; this information is used to prepare a document for approval by the Board of Trustees.

Provide a description of the specific goals of the leave. Please include information regarding the importance and relevance of the proposed activity in the context of your program of scholarship and your discipline. How does the proposed leave build upon your previous work and contribute to your continued professional development?

Given the nature of the proposed activities and the goals of the leave, please provide a detailed summary of the plan that includes the research or creative approach that will be applied to meet the above listed goals, including travel or collaboration with colleagues at other institutions, as well as an overview of the timeline for the proposed project.

Provide a description of the anticipated outcomes, including tangible products, of the sabbatical project, including information about the nature of peer review and significance/impact of the work as applicable.

- ☐ Current CV attached **(required)**
- ☐ Supplemental materials (letters of support, graphics, charts, etc.) attached *(optional)*

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SABBATICAL REPORTS

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Represented Faculty are contractually obliged to write an appropriate report on sabbatical activity prior to the eighth week of the semester following the leave (see Section 15.03.g). Represented Faculty members who fail to submit their report according to the deadline will be subject to the provision related to future sabbatical requests.

Non-Represented Faculty are obligated to write an appropriate report on sabbatical activity within one semester following the termination of the leave (See University Policy section V.G.).

This report must provide a clear, professional account of sabbatical activities and accomplishments, in relation to the initial proposal and, most importantly, how they contributed to the individual's professional development. Please use the [Sabbatical/Professional Development Leave Report form](#).

Completed reports are to be submitted to the chair/director who will confirm the report meets the required guidelines. The approved report should be submitted to the dean for approval and forwarded to the Associate Provost for Academic Administration (via email to pvc@sabbatical@siu.edu) for final processing.

Deadlines for reports can be found in the box to the right.

- [Provost Office Point of Contact](#)
- [2018-19 Planning Calendar](#)

SABBATICAL REPORT DEADLINES

March 1, 2019* – Sabbatical Reports for Sabbaticals ending on/before December 31, 2018 due to Chair/Director

March 29, 2019* - Sabbatical Reports due to APAA office (electronic submission)

May 10, 2019** – Sabbatical Reports for Sabbaticals ending on/before December 31, 2018 due to Chair/Director

May 31, 2019** - Sabbatical Reports due to APAA office (electronic submission)

October 9, 2018* – Sabbatical Reports for Sabbaticals ending before August 16, 2018 due to Chair/Director

November 2, 2018* - Sabbatical Reports due to APAA office (electronic submission)

December 14, 2018** – Sabbatical Reports for Sabbaticals ending before August 16, 2018 due to Chair/Director

December 31, 2018** - Sabbatical Reports due to APAA office (electronic submission)

* - SIUCFA represented Faculty

** - non-represented faculty

For Information or Assistance,
please email us:

pvc@sabbatical@siu.edu



Sabbatical Report Form

Source:

eforms.siu.edu/siuforms/info/pvc0200.php

Downloaded: 7/19/2019

SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE REPORT FORM

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

LAST

FIRST

MIDDLE

Employee ID

Mail Code

Type of leave taken:

☐ Sabbatical Leave

☐ Professional Development Leave

Dates of leave:

Beginning Date _____

Ending Date _____

Please provide detailed report of leave. Please answer all questions completely (form will expand with response).
Supplemental materials (graphics, charts, etc.) may be attached to this form in addition to the text response provided below.

Briefly re-state the purpose of your leave as outlined in your application. Comment on and/or reflect upon the outcomes of the leave in terms of the original objectives, including an overview of the timeline and flow of the project. If relevant, please describe and discuss any substantive modifications to your leave plan.

Summarize the tangible product(s) of the leave project (e.g., what are the exhibition(s), performance(s), creative work(s), publication(s), and/or external support proposal(s)) that resulted from the work? Include information about the nature of the peer review and significance/impact of the work as applicable. Please include bibliographies as appropriate.

Describe and/or reflect upon the relevance and impact of the leave for your professional development as a faculty member. Discuss how the activities contributed to the mission of the department, College, and University. Describe how the leave activities will result in benefit to your students.

Faculty Member's Signature

Date

REVIEWED BY: (As Required by Campus)

Chair/Director

Date

Provost/Vice Chancellor

Date

Dean

Date

SABBATICAL FAQ

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Accessing and Utilizing the form

The form will not open for me and I keep getting a “Please wait...If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.”

The form must be saved and/or opened within Adobe Reader (i.e., it cannot be opened in a web browser). If you right-click the “Download Form” link on the eForms page and “Save As”, you are able to download the PDF and open it with Adobe Reader. For Mac OS: either control+click or click and hold the mouse button down on the link until the menu pops up and save as PDF.

I have tried repeatedly and cannot get the “Submit” button to create an email.

If the “Submit” button does not work on your computer, you may simply create an email and then attach all relevant documents, including the form.

I want to send my CV and my supplemental materials with my application, but I get an error about “XML forms.”

There are two options for submitting your materials:

- Attaching each document (form, CV, and supplemental materials as applicable) to the email as separate files; or
- If you have Adobe Acrobat Pro (as opposed to Reader), you can create a PDF Portfolio and submit your documents as a single attachment to the email.

General Questions about the Process and Obligations

May I apply for sabbatical if I don't yet have tenure?

Faculty must hold tenure **at the time the sabbatical leave is taken**. A tenure-track faculty member who is standing for tenure-review in the current fiscal year may apply contingently for a sabbatical in the following fiscal year. The faculty member must check the “Eligibility for Tenure-Track Faculty” box on the **Applicant's Verification of Understanding** section of the application.

If my sabbatical includes working for another university or company, do I need to indicate that on the application form? Do I need to complete any additional forms?

The University or other entity should be identified in the sabbatical plan that is part of the application. University Policy and the Collective Bargaining Agreement require that sabbatical recipients who anticipate earnings from an entity other than SIUC during an approved sabbatical leave must submit a request and be **approved by the Provost in advance**. The [Annual Disclosure of Proposed Non-University Activities and Financial Interest](#) form is used for this purpose.

Do I have any obligation to return to the university after I complete my sabbatical?

University Policy and the Collective Bargaining Agreement require that all sabbatical recipients must return for the period of one academic year or reimburse the University for an amount of salary proportional to the length of time remaining if they serve less than a year. For example, if the sabbatical period is August 16 – December 31, 2016, the recipient must return to SIUC and serve two semesters (SP17 and FA17) in order to meet this requirement or reimburse the university for a portion of the salary costs related to the sabbatical. The application form includes a checkbox acknowledgment of this requirement.

My proposed sabbatical leave has changed, do I need to let anyone know?

University policy requires that modifications to any approved sabbatical (e.g., dates of sabbatical, stated goals, etc.) must be approved at all levels. More information about changes can be found [here](#). The application form includes a checkbox acknowledgment of this requirement.

Does the Board of Trustees read my full application? How is the information I submit provided to the Board?

The [Sabbatical Leave application form](#) requires a brief abstract of the planned activities and outcomes during the proposed leave. The information from this field is provided to the Board of Trustees for review/approval and is published in the Board's minutes. Applicants are encouraged to be succinct and to use lay-terms where possible, while also providing an appropriate level of detail about the project and the benefits that will accrue to the University. There is also a field on the application form for information related to the location of the sabbatical leave, as required by the Board.

Once I return from leave, do I have any other obligations related to my sabbatical?

University Policy and the Collective Bargaining Agreement require that all sabbatical recipients submit a written report on sabbatical activities and accomplishments. Information about the form and submission information can be found [here](#).

Have additional questions or need assistance? Email us at [pvcsabbatical@siu.edu](#) and we'll be happy to assist you.

- [Provost Office Point of Contact](#)
- [2018-19 Planning Calendar](#)

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