
Sabbatical Leave Policy

From the 2013 Faculty Handbook

The purpose and eligibility requirements for sabbatical leave are discussed in Chapter 4 of the *Faculty Manual*.

Each academic unit may have no more faculty members on sabbatical leave in any academic year than is determined by reference to the following table:

Number of Faculty Eligible for Sabbatical Leave in the <u>Academic Unit</u>	Number of Sabbatical Leaves Available Pending <u>Availability of Funds</u>
0-7	1
8-14	2
15-21	3
22-28	4

In case more faculty members in a given academic unit apply for a sabbatical leave in a given year, the priority order will be determined in order of preference by the quality of the proposal, by rank (professors to be selected before associate professors, etc.), and finally, by the number of years of service since the last sabbatical leave.

Sabbatical Review Guidelines

Faculty members notify their supervisors by the first Wednesday in September of their desire to take a sabbatical the following academic year so that budget planning may begin. They also begin making appropriate contacts and tentative arrangements at this time so that a detailed proposal can be submitted to the chair of the Faculty Excellence Committee by the first Monday in October.

A sabbatical proposal includes a statement of the purpose and nature of the sabbatical project; a description of the importance of the work to the mission of USC Upstate; a description of the methodology to be used; a statement of the results anticipated from the sabbatical; and an indication of why a sabbatical leave is necessary for the conduct of the project (i.e., why the project is not within the normal scope of scholarly or service activities expected routinely of faculty members). The proposal should include the following attachments:

1. a vita, including dates of employment at USC Upstate and previous sabbaticals.
2. a signed letter of support from the dean (and unit chair if appropriate)
3. a time-line for the work to be done
4. a budget (if additional funding will be needed)
5. if another agency, organization, or institution will be involved, a letter indicating its intent to cooperate with the project
6. a statement detailing any expected outside compensation or reimbursement

The Committee reviews and ranks the proposals according to the following criteria:

1. quality of the proposal (clarity of work to be done, completeness of proposal, justification of need for sabbatical)
2. contribution the sabbatical will make towards strengthening the faculty member as a scholar and teacher
3. contribution the sabbatical will make towards fulfilling the mission of the university
4. practicability of the proposal in light of available resources for the project
5. number of years faculty have served at USC Upstate since their last sabbatical, if any
6. results of earlier sabbaticals, if any

The Committee forwards the ranked proposals to the Senior Vice Chancellor for Academic Affairs by the first Monday in November. The Senior Vice Chancellor for Academic Affairs decides if sabbatical release can be accommodated through the reassignment of faculty, hiring of part-time faculty, or by other means and notifies the faculty of approval or disapproval of the sabbatical leave request by the first Wednesday in December. If approved, well before beginning the sabbatical leave, the faculty member meets with the Dean to assure that normal responsibilities are covered, and with the Director of Human Resources to make arrangements for continued insurance coverage (including notifying the host organization - if any - of such arrangements), and for continuing retirement payments (for year-long leaves), etc.

Proposals rejected by the Senior Vice Chancellor for Academic Affairs will contain a clear statement as to the reasons for the rejection, either (1) logistical (e.g., insufficient funds) or (2) substantive (e.g., proposal was without sufficient merit or failed to meet appropriate criteria).

Within two months after the start of the major semester in which the faculty member returns the faculty member who received the sabbatical must submit a report describing accomplishments and the current status of the project to the Chair, Faculty Excellence Committee. The Committee reviews the reports and forwards them to the Senior Vice Chancellor for Academic Affairs. The Senior Vice Chancellor for Academic Affairs distributes the reports to the heads of the appropriate voting units, and places copies in the archives of the USC Upstate library.