Sabbatical Policy—Gatton College of Business and Economics

Consistent with the administrative and governing regulations of the University, sabbatical leave for eligible faculty are designed to provide opportunities for study, research, service and travel for that the quality of the recipients service to the University may be enhanced.

Eligibility for sabbatical leave is determined by GR X sections 11 and 12. However, all requests for sabbatical leave must be approved by both the head of the academic unit and the Dean of the College. Ultimately, whether faculty are granted sabbatical leave will be based on the estimated benefits and costs to the College. Factors that will be considered when calculating benefits and costs include:

* The impact the leave will have on teaching in the faculty’s academic unit.
* The written request for leave and the expected outputs that are outlined in the request.
* The AQ/PQ status of the faculty and expected improvement in AQ/PQ status resulting from the leave.
* The success of any previous sabbatical leave. Success will be judged by comparing previous written requests for leave with the sabbatical report filed by the faculty after the completion of the leave.
* Whether or not the leave involves extended time at another University, academic research center or research enhancing enterprises such as the Federal Reserve.
* The prospect of external funding received to support the leave.

Procedure for applying for sabbatical leave:

1. Faculty member contacts department chair/unit director to inform him or her of sabbatical interest and intent. Faculty member and chair discuss how the faculty member’s responsibilities will be covered.
2. Department chair/unit director consults with the dean, if the sabbatical plan appears questionable.
3. After preliminary approval by the chair, faculty member provides department chair/unit director with formal written sabbatical request including:
	1. Cover letter outlining the request
	2. Completed and signed UK Sabbatical Leave Form
	3. Sabbatical proposal including following details:
		1. Objective
		2. Timetable (please include actual start and ending dates) for leave and salary support needed
			1. Length of leave and salary support
				1. Six months (full pay)
				2. Six months (half pay)
				3. Academic year (2/3 pay)
			2. Description of how the leave will be used--when, where, what will be accomplished/nature of activities
		3. List of tangible results (expected outcomes) and timeline
		4. Outline of regularly assigned activities during the leave period and suggestions regarding identification of personnel and resources to cover these responsibilities (such as research, grants, committees, etc.)
		5. Description of how the leave will benefit the department, college, and university.
4. Unit director and/or department chair submits a PDF document attached to e-mail to the associate dean for faculty. The attachment includes the proposal with a cover letter endorsing the proposal and verifying that the teaching and other assignments will be covered. Once approved by the associate dean the proposal is sent to the dean for final college approval.
5. If approved, the dean writes a letter of support to the provost. The provost forwards to the BOT.
6. Faculty are required to provide a report outlining their activities and the accomplishments during sabbatical as well as accomplishments expected as a result of the sabbatical. The report is due within 60 days of the end of sabbatical leave.

Per GR X, faculty are required to return to the University of Kentucky for at least one year of service (two consecutive academic semesters) immediately following the sabbatical leave. If they fail to return for this period the faculty employee will repay the University of Kentucky for compensation and fringe benefits paid to the individual during the sabbatical leave.

Per University policy faculty whose request is postponed because of the teaching needs of the unit can petition the provost to request that the period of postponement is counted as part of the six years of service necessary before the faculty is again eligible for sabbatical leave. Faculty whose requests are turned down for other reasons are free to apply for sabbatical leave the following year.