

## SABBATICAL LEAVE POLICY AND PROCEDURES KASISKA DIVISION OF HEALTH SCIENCES

The following document is adapted from the Sabbatical/Special Leaves (Rev. 3-08) in the Idaho State University (ISU) Faculty/Staff Handbook.

The Kaska Division of Health Sciences (KDHS) values the practice of Sabbatical Leave and acknowledges outstanding service and provides an opportunity for advanced learning, research, reflection, and renewal.

### **I. Faculty Sabbatical Leave Policy Statement**

Any contracted member of the KDHS faculty who has completed the minimum of six years of full-time service on permanent appointment at ISU or who has not been granted sabbatical leave for a prior period of six years of full-time service on permanent appointment at ISU is eligible to apply.

The faculty member's department/college/school will be responsible for procuring funds for the sabbatical consistent with the recommendations of the KDHS Executive Council

### **II. Faculty Sabbatical Leave Application Procedures**

A call for sabbatical leave proposals will be sent by the KDHS to the faculty early in the fall semester. Application forms for sabbatical leave, approved by the faculty of the DHS and consistent with **Sabbatical/Special Leaves** as outlined on the **Policies and Procedures** webpage of **ISU** will be available from KDHS immediately after the call for proposals has been distributed to faculty. The deadline for submission of completed sabbatical proposals will be announced each year. The sabbatical proposals will be reviewed for merit by the KDHS Executive Council and recommendations made to the Vice President of the KDHS by the end of fall semester. The Chair of the KDHS Executive Council will write to each faculty member who submitted a sabbatical proposal but who was not funded. The letter will contain information about how the faculty member might improve his/her proposal to make it more competitive.

The Vice President will announce the recipients of sabbatical leaves early in the spring semester.

### **III. Sabbatical Leave Proposal Content**

- A. The applicant's range of service and record of accomplishment at ISU and KDHS, including material such as course development, publications,

performances, grants, fellowships, participation in professional organizations, evaluations of performance and other pertinent data.

- B. A concise discussion of how the applicant plans to use the sabbatical leave, including anticipated benefits for the applicant and for ISU and KDHS (e.g., publication, course improvement, recognition for ISU and KDHS, contribution of an ISU or KDHS program).
- C. Details concerning the starting date and duration of the sabbatical leave, the applicant's anticipated location and letters of appointment or acceptance supportive of the proposed sabbatical.
- D. The KDHS Executive Council will evaluate the sabbatical proposals on the basis of the items A-C. Pertinent administrative information and recommendation will be considered separately, and recommendations for leaves will then be made to the Dean. Any current member of the KDHS Executive Council, who has applied for a sabbatical leave, must recuse themselves of sabbatical proposal evaluation and recommendation.
- E. Compensation while on sabbatical leave shall be full salary for one semester or one-half salary for two semesters. Additional income may be derived from fellowships, part-time assistantships, or other sources of limited income, but full-time employment while on sabbatical leave is not permitted unless specifically authorized by the Vice President. A sabbatical leave which has been awarded may be deferred by the Vice President at the request of the recipient for a period of up to one year. **A recipient of a sabbatical leave is expected to return to the University for at least one academic year, or repay the money received while on leave.**
- F. The semester following the conclusion of the sabbatical, the recipient will submit a report about his/her sabbatical. The nature and form of the report will be negotiated between the returning faculty member and his/her department chair. The KDHS Executive Council will review the report before the Vice President forwards to Academic Affairs.