

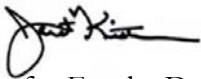


FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

September 18, 2017

MEMORANDUM (Updated)

TO: In-Unit Tenured Faculty Members

FROM: Janet Kistner 
Vice President for Faculty Development and Advancement

SUBJECT: Faculty Sabbaticals for the Academic Year 2018/2019

The University Committee on Faculty Sabbaticals invites applications for one-semester sabbaticals at full pay and two-semester sabbaticals at one-half pay for the academic year 2018/2019. The deadline to submit applications to the Vice President for Faculty Development and Advancement has been extended to **Monday, October 9, 2017**; please note that there may be earlier deadlines at the department and/or college level. **Completed applications will only be accepted from the dean's office and will only be accepted as one (1) .pdf file per application.**

Sabbatical leave is granted to increase a faculty member's value to the University through enhanced opportunities for professional development, research, and creative activities. This leave is made available to tenured faculty members who are covered by the BOT-FSU UFF Collective Bargaining Agreement and meet the requirements set forth in the policies governing the Faculty Sabbatical Program. The approved policies governing the program are outlined in this memorandum and application materials are available on the Vice President for Faculty Development and Advancement website at <http://fda.fsu.edu/Faculty-Development>.

At least one sabbatical at full pay for one semester is provided for each thirty (30) eligible faculty, subject to the conditions set forth in the BOT-FSU UFF Collective Bargaining Agreement. One-semester sabbaticals at full pay and an unlimited number of two-semester sabbaticals at one-half pay may be awarded for the academic year 2018/2019. Two-semester proposals are reviewed by the same standards as one semester proposals and are not guaranteed to be granted. Although the University provides the opportunity for sabbaticals, no additional funds are provided to replace faculty members who go on leave; colleagues usually assume the essential duties of the absent faculty member. However, for two-semester sabbaticals at half-pay, colleges may provide teaching resources by converting the unused portion of the faculty member's salary to OPS funds.

Eligibility

Full-time tenured faculty members covered by the BOT-FSU UFF Collective Bargaining Agreement with at least six years of full-time service at Florida State University are eligible for faculty sabbaticals. A faculty member who has taken sabbatical leave is not eligible for another sabbatical until the completion of at least six years of full-time service following the previous sabbatical. The faculty member may apply for an additional sabbatical at the beginning of the sixth year of service with the sabbatical leave effective the seventh year of service.

Application and Selection

Eligible faculty members may apply for one-semester sabbaticals at full pay, two-semester sabbaticals at one-half pay, or they may apply for both types; only one type of sabbatical can be

awarded. The request for both types is included in the same proposal. Applications must be submitted through the department chair and academic dean. The department chair must recommend to the dean approval or disapproval of each applicant. The academic dean must recommend to the University Committee on Faculty Sabbaticals the approval or disapproval of each and forward the applications to the Committee through the Vice President for Faculty Development and Advancement. **Completed applications must be submitted electronically to Melissa Crawford via email at mucrawford@fsu.edu or by USB drive by Monday, October 2, 2017.**

Department chairs and/or deans may indicate any reasons for recommending disapproval on the back of the *Faculty Sabbatical Application*. No more than one faculty member per ten in a department/unit need be recommended for sabbatical leave at the same time. If a department or college chooses to rank their applications, please send these rankings separately to the Vice President for Faculty Development and Advancement, 211 Westcott.

The sabbatical application consists of:

1. **Faculty Sabbatical Application**. The form should be complete with all signatures before submitting to the Office of Faculty Development and Advancement.
2. **Supplement**. If the faculty member is applying for a one-semester sabbatical, the Supplement must also be completed indicating whether or not the faculty member wishes to be considered for a two-semester sabbatical if not awarded a one-semester sabbatical. **NOTE:** The information provided on the Supplement will be provided to the Committee *after* their review and ranking of the one-semester sabbatical applications and will be included in awarding two-semester sabbaticals.
3. **Sabbatical proposal (2 page limit, single-spaced, 12 point font). The proposal should be written in terms that are understandable to readers outside their discipline.** If you reference an external award (either received or under review), please explain the importance of that award in relationship to your sabbatical. Use the following headings to organize your proposal:
 - Description of the program and activities planned for the sabbatical
 - Specific outcomes you anticipate from the sabbatical
 - Expected increase in value to the faculty member's department/unit and college and to the university
 - Expected increase in value to your academic discipline
4. **Current vita** (The Committee **requires** that applicants use the [FEAS](#) – General Vita.)
 - Click on the “Main Menu” tab
 - Click “Generate other vita documents”
 - Click “Generate a general vita”
5. **Summary of Assignments of Responsibilities and List of Courses Taught (see form in application materials).** Information included on this form (except for the percent of effort) can be found in [FEAS](#) on the **Teaching Summary Report – Extended (3 years)**.
 - Click on the “Main Menu” tab
 - Click “Generate evaluation documents”

- Click “Generate a teaching summary report
- Click “Custom reporting period” and chose Fall 2015 through Fall 2017
- Click “Include actual effort in courses taught table”
- Click “Review/Edit Percent of Effort Data” and please make sure all blanks are filled in.
- Click “Generate a Teaching Summary Report”
- Please make sure this data is transferred to the [Summary of Assignments of Responsibilities & List of Courses Taught](#) form.

6. **Appendix (Optional).** If the faculty member wishes to include additional information in support of the proposal, it should be placed in an appendix. For example, any invitation or agreement between the applicant and another party that establishes a plan to facilitate the sabbatical would be included in an appendix (if applicable).

Review Committee

The University Committee on Faculty Sabbaticals consists of in-unit tenured faculty members who are elected by faculty eligible for sabbatical leave. The committee reviews applications and submits a ranked list of eligible faculty to the President. In ranking the applicants, the Committee considers the benefits of the proposed program to the faculty member, the University, and the profession. The Committee also considers the equitable distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within the University, the length of time since the faculty member was relieved of teaching duties for the purpose of research and other scholarly activities, and the length of service since a previous sabbatical or initial appointment. The President makes appointments based on this list and consults with the Committee prior to making an appointment that does not follow the committee's ranking.

Available sabbatical leaves are granted unless it is determined that the conditions for leave have not been met or that departmental/unit staffing considerations preclude such leave from being granted. In the latter instance, the leave is provided to the faculty member the following year, or at a later time as agreed upon by the faculty member and the University.

Characteristics of Successful Applications:

- proposal focuses on scholarship or creative works
- reasons for why time off is required for the proposed project are clearly articulated
- specific outcomes to be achieved during the sabbatical are provided

Conditions of the Sabbatical Program

1. While on sabbatical, the faculty member's salary is paid at one-half pay for the Fall and Spring semesters (one academic year) or at full-pay for one semester.
2. Contributions normally made by the University to retirement and social security programs are continued on a basis *proportional to the salary received*.
3. University contributions normally made to faculty insurance programs and any other faculty benefit programs are continued during the leave.

4. Eligible faculty members continue to accrue annual and/or sick leave on a full-time basis during the leave.
5. While on leave, a faculty member shall be permitted to receive funds for travel and living expenses, and other leave-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the leave. Receipt of funds for such purposes shall not result in reduction of the faculty member's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to not more than 125% of the faculty member's current year salary rate. Employment unrelated to the purpose of the sabbatical leave is governed by the provisions and policies regarding Conflict of Interest and Outside Employment and Activities (<http://facultyhandbook.fsu.edu/Section-4-Faculty-Employment-Policies>).
6. The faculty member must return to University employment for at least one academic year following participation in the program. The faculty member must request exceptions to this policy, in writing, prior to the sabbatical application process and must obtain approval from her/his supervisor, Dean, and the Vice President for Faculty Development and Advancement.
7. The faculty member is required to reimburse the University for salaries received during the sabbatical program in those instances where neither condition is met.
8. The faculty member must, within sixty (60) days after the start of the next semester following the leave, provide a written report describing her/his accomplishments during the leave to the Vice President for Faculty Development and Advancement. This report should be submitted as a .pdf e-mail attachment to Ms. Melissa Crawford (mucrawford@fsu.edu). The report must include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the University, and research or other scholarly work produced or anticipated as a result of the sabbatical. The faculty member should provide a copy of this report to the department chair and dean for use in the annual evaluation process. The reports for Fall 2018 leave are due February 15, 2019, and the reports for Spring 2019 leave (as well as 2-semester Fall 2018/Spring 2019 leave) are due October 4, 2019.
9. In order to ensure that the University Committee on Faculty Sabbaticals has a membership representing the FSU faculty, those who have been awarded a sabbatical are expected to stand for election to the Committee within 3 years after returning from their sabbatical.

Please direct any questions that you may have concerning sabbaticals to Ms. Melissa Crawford (mucrawford@fsu.edu) in the Office of Faculty Development and Advancement, 644-6876.

cc: President John Thrasher
Academic Deans/Department Chairs/School Directors
College HR Representatives