

## THE UNIVERSITY OF LOUISIANA AT LAFAYETTE

### GUIDELINES FOR SUMMER SABBATICALS AND ACADEMIC YEAR SABBATICALS

Sabbatical leave may be granted to a faculty member to pursue independent study and research or for renewal. A faculty member is eligible to apply for one semester of sabbatical leave following three or more consecutive years of service. A sabbatical leave taken during the summer session shall be considered a semester for leave purposes. A faculty member is eligible to apply for two semesters of sabbatical following six or more consecutive years of service.

Compensation for the leave period is usually at the rate of seventy-five percent of the salary the individual would normally receive during the period of time the sabbatical leave is granted. Individuals shall contribute to the retirement system on the basis of their annual salary rate during the sabbatical leave period. In those cases where the employee receives outside compensation during the period of time for which sabbatical leave is granted, such payment must be approved in writing, in advance, by the employee's normal administrative chain-of-command and the President as supportive of the purposes of the leave.

#### CRITERIA:

1. If applying for one semester of sabbatical, the faculty member must have been employed at the University for 3 or more consecutive years. If applying for two semesters of sabbatical, he or she must have been employed 6 or more consecutive years.
2. If a faculty member previously received a sabbatical, 3 years must elapse before applying for another sabbatical.
3. There is no limitation as to rank or tenure.
4. Sabbatical leave shall be granted only with prior Board approval.

#### PROCEDURES:

1. Credentials submitted with the candidates' proposals should include:
  - a. A completed "Request for Leave of Absence and Sabbatical Agreement"
  - b. A supporting letter from the department head
  - c. A proposal explaining how this leave, if granted, will be spent
  - d. A vita of recent activities
2. The Dean shall submit in priority order the applications for sabbatical leave to the Office of Academic Planning and Faculty Development.
3. The Office of the Vice President for Academic Affairs shall receive the candidates' names (ranked in priority order) and credentials from the Office of Academic Planning and Faculty Development. The Vice President for Academic Affairs will then make recommendations for the awards to the President.