



THE UNIVERSITY *of*  
NEW ORLEANS

Office of Academic Affairs

## **Application Instructions for Sabbatical Leave, 2020-2021**

**Due in Academic Affairs:  
March 13, 2020**

Applications due to Departments: January 9, 2020

Applications due to Colleges: February 7, 2020

### ***GENERAL COMMENTS***

At this time (AY 2019-2020):

- a very strong financial justification must be provided. It must be clear how the fiscal costs of this sabbatical are being covered by the faculty member and/or department.
- a very strong personal justification must be provided. It must be clear how the sabbatical will lead to tangible improvements in the scholarly activity, creative work, or externally funded research of the individual, and/or lead to enhanced opportunities for UNO faculty and students.
- Academic Affairs has been and will continue to be extremely cautious about submitting requests for sabbaticals to the UL System. The number of requests submitted will depend on the number and quality of requests received in Academic Affairs, as well as informal guidance from the UL System and its universities.  
**Developments may arise such that the university does not submit sabbatical requests in the spring of 2020.**

University regulations provide that members of the faculty and research staff who have a full-time, regular academic appointment at the rank of instructor or above, and who will have completed **six years** of service (UNO policy), not including leave with pay, prior to the start of the 2019-2020 academic year, may petition for sabbatical leave for study, research, or other pursuits that will enable them to improve their professional standing and enhance their value to the university. Sabbaticals are not entitlements. A sabbatical leave is granted for "... the purpose of professional or cultural improvement, or renewal ..." (FS-III.V.D.-1). Petitions for sabbatical leave are competitive and are reviewed at multiple levels including at the UL System. It is not likely that all proposals will be approved. Proposals recommended for approval must be constructed carefully and written in a style that can be understood by reviewers outside the applicant's field of specialization. They must also include a vitae, **exported from Faculty180**, that demonstrates a level of accomplishment that makes it likely that the proposed project can be completed during the sabbatical leave.

The following list provides examples of the general pursuits that are appropriate for sabbatical leaves:

1. To improve an individual's research, artistic, or scholarly skills.
2. To change the direction, thrust, or area of an individual's specialization within a subject field.
3. To participate with a peer in a worthy project or activity that could not be accomplished under a normal academic workload.
4. To conduct intensive research or other scholarly activity that requires access to material that is not available at local museums, archives, or libraries.
5. To use equipment, laboratories, or facilities that are not available on the individual's home campus.
6. To conduct extended field research.
7. To initiate or facilitate cooperative projects with other universities.
8. To develop and prepare material for a book or new course when completion of the task during the sabbatical leave is both feasible and expected.
9. To conduct other scholarly endeavors of equal merit.

In addition to being evaluated by the department chair and college dean, sabbatical leave requests are reviewed and independently evaluated by a committee appointed by the Provost. The Provost considers the recommendations of this committee in reaching his/her decisions.

Please note the general stipulations, below, made by the UL System regarding sabbatical leaves:

1. Leave may be granted for **two semesters** (52 weeks for 12-month employees). It may be granted following any **six** or more consecutive fiscal years of active service in the institution where such individual is employed. An individual may not accumulate time in an attempt to qualify for more than one consecutive year of such leave. Leave also may be granted for **one semester** (26 weeks for 12-month employees) following **three** or more consecutive years\* of such service by an individual, provided that absence due to sick leave shall not be deemed to interrupt the active service provided for herein. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.
2. The compensation from the state for the period of leave approved shall be at the rate of not more than **75 percent** of the salary the individual will receive during the current fiscal year for the

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\* UNO is continuing its current **six-year** policy until further notice.

period of time leave is applied for and granted. Employers and employees shall contribute to the retirement system on the basis of full annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner.

3. In those cases, where the faculty member or administrator receives **outside compensation**, such payment is to be approved in writing and in advance by the president as supportive of the purposes of the leave. Nothing shall prevent the faculty from being remunerated by outside agencies at higher rates than his regular pay.
4. **After each leave period** is completed, evidence as determined by the institution must be submitted to the appropriate supervisor to indicate that the purpose for which the leave was granted has been achieved.
5. At no time during any semester of an academic year shall the number of persons on leave with pay (except sick leave) exceed **5 percent** of the total faculty.
6. In accepting a leave of absence with pay, the faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R.S. 17:3328) to **return to the institution for at least one year** of further service. A copy of this rule shall be included in the institution faculty handbook and made known to each applicant for such leave.
7. Individuals accepting sabbatical leave (with pay) are cautioned about **prohibitions against dual appointments** or dual employment as described in LSA-R.S. 42:63.
8. Sabbatical leave shall be granted only with prior Board approval.

## ***INSTRUCTIONS TO THE APPLICANT***

Use the form provided by your chair. Please ensure that your name is typed where requested in the form. Please include a **separate proposal** as requested in the form and a **UNO curriculum vitae** exported from Faculty 180.

## ***INSTRUCTIONS TO THE CHAIR***

**Department chairs must make certain that all eligible members of their faculty are informed of the call for sabbatical leave applications by ensuring that they have a copy of these instructions.** Forms for the submission of sabbatical leave requests are available online.

The impact of leaves on the operation of the department or college should be weighed carefully in making endorsements. For faculty members with commitments to administrative units, centers, or institutes, the chair must present a clear plan specifying how the unit will function during the faculty member's absence. If a candidate has had a

previous sabbatical leave at UNO, the chair must include an assessment of the success of the previous leave and its impact on the department and University. The chair's assessment of the proposal must include sufficient detail to persuade the reviewers that the project has merit, that the record of the person seeking sabbatical leave is sufficiently strong to make it likely that he or she will complete the proposed project, and the sabbatical leave has potential benefit for the University.

Please stand ready to assist faculty members, if asked, in the preparation of their requests, especially in terms of how their plans are consistent with the department's goals. Departmental submission deadlines should allow time for the forms to be reviewed for accuracy and completeness.

If **replacement funds** are necessary, it is the chair's responsibility to secure a commitment for the funds **prior to** recommending approval of the leave. If such a commitment cannot be secured, the chair should not recommend approval of the leave.

## ***INSTRUCTIONS TO THE DEAN***

Deans should confirm the eligibility of each applicant submitting a request and **review each proposal for form, accuracy, and completeness**, in addition to evaluating the merits of the request itself.

If replacement funds are requested, recommendation for approval by the Provost is a commitment by the dean to provide the money.

## ***MATERIALS TO SUBMIT AND DEADLINE***

An **original copy** of the completed forms from all departments in the college must be submitted to the Office of Academic Affairs by

**March 13, 2020**

for leave during the 2020-2021 academic or fiscal year.