

University of Colorado Denver | Anschutz Medical Campus  
Application for Sabbatical Leave<sup>1</sup>

\_\_\_\_\_  
Name & Rank of Applicant

\_\_\_\_\_  
School/College/Department

\_\_\_\_\_  
Date of Last Sabbatical

\_\_\_\_\_  
Dates of Requested Sabbatical

Checklist:

- sabbatical plan attached
- funding information included
- vita attached
- previous sabbatical report attached (if applicable)
- signatures included

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The following excerpts are taken from University of Colorado Administrative Policy Statement 1024, *Approval of Sabbatical Assignments* (July 1, 2020), which provides procedures for implementing Regent Policy 5.C.2.I. The url for the APS is: <https://www.cu.edu/ope/aps/1024>. The Regent Policy can be found at: <https://www.cu.edu/regents/policy/5>.

**II.A** *A sabbatical is a privilege granted by the university for the advancement of the university, subject to the availability of resources. A sabbatical assignment is an important tool in developing academic scholarship and is a time for concentrated professional development. It is expected that the faculty member shall use the sabbatical assignment in a manner that shall enhance their scholarly and/or teaching competence and potential for leadership and service to the university, as well as to advance the primary unit's program goals.*

**II.B** *After six years of service to the university on full-time appointment, a tenured member of the faculty shall become eligible for a sabbatical assignment. In the case of the Anschutz Medical Campus faculty, tenure-track and specialty-track faculty members who have attained the rank of associate or full professor are also eligible for sabbatical assignments after six years of full-time service to the university.*

**II.C** *A tenured faculty member on an appointment of 50-99% is also eligible for a sabbatical after six years of service, but at a proportional rate of pay (based on the average percentage of FTE appointment over the last six years). In the School of Medicine, faculty members on less than 100% appointments may have the interval between sabbaticals adjusted, rather than the salary.*

**III.A** *Eligible faculty members may apply for subsequent sabbaticals after at least six years of additional service to the university, must have filed a report on sabbatical activity . . . , and must demonstrate that they have substantially met the academic goals stated in the previous sabbatical plan.*

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<sup>1</sup> For 9-month faculty on the CU Denver campus, completed, signed sabbatical applications for the following academic year are due in the Provost's Office by the first Friday in February. Individual schools and colleges set their own internal deadlines; check with your dean's office. For faculty members on the CU Anschutz campus, deadlines for sabbatical applications are determined by each school; check with your dean's office.

**III.F** *Sabbatical Salary Support.* The dean of the school/college shall ensure that the costs associated with the sabbatical are covered, including teaching replacement expenses. The dean may suspend a sabbatical if funding is not available in the school/college. Remuneration (from university resources such as state funding, university administered grants or contracts, or any other university managed sources) for the sabbatical assignment shall be as follows: for full-time faculty on nine-month appointments, either full salary for one semester or half salary for two semesters; for full-time faculty on 12-month appointments, six months full salary or half salary for sabbaticals of 6 to 12 months duration . . . For nine-month faculty members on 50-99% appointments, remuneration shall be pro-rated. . .

**III.G** *External Funding.* Faculty members applying for sabbatical assignments shall apply for external funding (such as fellowships, grants, or clinical work) when appropriate. The total university salary to the faculty member, from sabbatical pay and any contract or grant administered through the university, shall not exceed university limits.

**III.J** *Return from Sabbatical.* In accepting a sabbatical assignment, the faculty member shall agree to return to the university upon completion of the sabbatical and work for the university for at least two semesters for 9-month faculty and one year for 12-month faculty. Under circumstances in which the faculty member voluntarily terminates their connection with the university within the period of one year after the end of the sabbatical, the individual shall refund the university the amount of the sabbatical salary support provided by the university on a pro-rated basis; this requirement shall be exempted under extraordinary circumstances, such as permanent disability or death of the faculty member, wherein neither the individual nor the heirs shall be obligated to refund any part of the amount paid while the faculty member was on sabbatical. Any exceptions, such as for individual retirement agreements, shall require approval by the dean and the chancellor or chancellor's designee.

**III.K** *Sabbatical Reports.* By no later than the end of the first semester after returning to regular duties, the faculty member shall file a substantive report with their dean describing their work and overall accomplishments during the sabbatical. The dean shall evaluate the report for conformity with the sabbatical plan. Both the plan for the sabbatical and the post-sabbatical report shall be public documents.

**I have reviewed the Regents' laws and policies with regard to sabbatical leaves. In submitting this application, I agree to abide by these laws and policies. I understand and accept that any revision or modification to this Application for Sabbatical Leave form renders the request null and void.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Sabbatical Plan<sup>2</sup>

Eligible faculty members seeking approval for a sabbatical must submit a plan for utilizing the sabbatical. **Attach a Sabbatical Plan to this request to include the following elements:**

- (1) Provide a title for the Sabbatical Plan.
- (2) Describe the project's academic objectives, including its contributions to your professional growth and expertise.
- (3) Provide a clear work plan, including all anticipated professional activities. (The plan should clearly define how the assignment activities are distinguishable from normal faculty workload expectations.)
- (4) Demonstrate the benefit of the proposal's objectives to the academic, clinical, research, and/or pedagogical goals of the department.
- (5) Specify the proposal's contributions to enhancing the University's reputation.
- (6) Describe the proposal's contributions to the educational experience of the students (if applicable).
- (7) Describe how your University duties will be performed while you are on sabbatical. (How will your teaching, service, and clinical duties be covered?)

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<sup>2</sup> If a faculty member on sabbatical assignment finds it necessary or desirable to alter substantially the work plan or academic objectives of the sabbatical project, they shall inform the department chair or dean (as determined by college/school policy) in writing as soon as possible of the reasons for the proposed change and secure the department chair's or dean's written approval for the revised plan. Any change in the time frame of the sabbatical shall be sent to the dean and provost for approval.

**Funding Arrangements<sup>3</sup>**

(1) This sabbatical request is for a:

- Full-academic-year sabbatical at half salary (for 9-month faculty members)
- Full-calendar-year sabbatical at half salary (for 12-month faculty members)
- One-semester sabbatical at full salary (for 9-month faculty members)
- Six-month sabbatical at full salary (for 12-month faculty members)
- Other (please explain)

(2) Outline the source of funds for this sabbatical assignment (i.e., general/state funds; contracts/grants; UPI; etc.)

(3) Did you seek funding from outside the University to fund this sabbatical assignment?

Yes (explain below)

No (explain below)

(4) Are there other costs associated with this sabbatical assignment? If "yes," please detail the costs and how they will be supported below.

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<sup>3</sup> Stipends for administrative duties, such as chair or center director stipends, are not included in "salary" and shall not be taken into account in calculating the individual's salary while on sabbatical.

## Vita

**Attach a current copy of your vita to this request.**

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### **Sabbatical Report Requirement**

In submitting the above sabbatical assignment plan, it is understood that by the end of the first semester after returning to work (or within four months of the completion of the sabbatical assignment, for 12-month faculty members), the faculty member is required to file a written substantive report with the dean. This report will include:

1. The dates of the sabbatical leave.
  2. A list of the academic and professional goals for the sabbatical. For each one, a description of how the goals were met.
  3. A summary of sabbatical activities and accomplishments.
  4. An explanation of failure to complete aspects of the sabbatical plan, if applicable.
  5. A summary of the academic benefits to you, your department, school/college, University, students, etc.
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### **Previous Sabbatical Report**

**If you have taken a sabbatical previously, attach a copy of your most recent Sabbatical Report to this request.**

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### Signatures<sup>4</sup>

I request the sabbatical described in this application:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Approvals:

\_\_\_\_\_  
Department Chair or Unit Head  
(Or chair of department committee, if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Academic Officer  
(Chancellor or their designee)

\_\_\_\_\_  
Date

<sup>4</sup> Each plan shall be subject to approval by the department chair, unit head, or an appropriate primary unit committee; by the dean of the college/school; and by the provost. If approved, the faculty member's request shall be forwarded to the Vice President for Academic Affairs, who shall ensure that each step of the approval process has met the requirements of this policy. Requests shall then be forwarded to the Board of Regents for final approval.