

Policy 2-02: Sabbaticals

Due to the limited number of semesters of sabbaticals allocated annually to the college by the university (usually only 2), the granting of sabbatical is competitive and not automatic or a faculty right. Sabbatical proposals must present a compelling case as to why significant time off is required and must detail the specific products expected to result from the sabbatical.

1. Eligibility

To be eligible, faculty must have completed at least six years of service to the University of Utah in a tenured or tenure-line position.

2. Approval Process

Sabbatical requests must follow the format and timing given by the Associate Vice President for Faculty and comply with the requirements of [University Policy 6-314](#). Requests are reviewed and ranked by the faculty member's department chair and forwarded to the dean for review and ranking. Faculty who are eligible in one year but not granted sabbatical may apply every subsequent year until granted sabbatical.

3. Priority

Assuming that he or she makes a compelling case, newly tenured faculty have priority for granting of sabbaticals in any given year.

4. Duration

The length of sabbaticals may be for as short as one session or as long as two semesters. The length of the sabbatical will affect the faculty member's annual base salary, according to the following formula:

One session: 100% of annual salary

One semester: 95% of annual salary

Three sessions: 85% of annual salary

Two semesters: 80% of annual salary

5. Reporting

Within 90 days of returning from sabbatical, recipients must file a satisfactory report of activities and accomplishments during the sabbatical. This report will be reviewed by the chair of the relevant department and the dean and will form part of the record for the faculty member's post-tenure review.

See [University Policy 6-314](#)