

Sabbatical Leave

The Office of Research and Partnerships (ORP) follows the guidelines established by the University of Arizona Human Resources and Vice Provost for Faculty Affairs for sabbaticals. Sabbatical leaves may be granted by the Vice Provost to individuals with tenure or continuing status who meet the eligibility requirements (<https://facultyaffairs.arizona.edu/content/sabbatical-leave-application-and-review>). Career Track employees are not eligible for sabbatical leave.

Sabbatical proposals require review and approval by the Department Head/Director and the Senior Vice President for Research and Innovation. Related policies from the University Handbook for Appointed Personnel (UHAP 8.03.02 Sabbatical Leave) are available for review at <https://policy.arizona.edu/employment-human-resources/sabbatical-leave>.

Sabbatical Leave Instructions

The sabbatical application process begins with the annual memorandum in September issued by the Vice Provost for Faculty Affairs. Complete the application form provided by the Vice Provost for Faculty Affairs website and obtain the required signatures. Additional items to be submitted with the application form include:

- Description of the proposed program for the sabbatical including program goals, any travel plans, and the benefits of the sabbatical for the applicant and the University.
- Travel plan details including how the travel is related to the sabbatical research, whether reimbursement will be requested, and source of funds for travel.
- Curriculum vitae not to exceed 10 pages, with emphasis on material for the last six years.
- College or department head's evaluation, and at least one additional evaluation letter.
- Submit all documents in a single PDF format to **ORP** for review by the advisory committee and the Senior Vice President for Research and Innovation. Deadline for submission is the first Monday of November each year.

Applicants are required to adhere to the University of Arizona's Conflict of Interest in Research Policy (<https://policy.arizona.edu/research/institutional-conflict-interest-policy>) and the Conflict of Commitment Policy (<https://policy.arizona.edu/research/conflict-commitment-policy>). Any/all conflicts must be disclosed by the applicant as part of their sabbatical application submission.

Sabbatical leave proposals are reviewed annually by **ORP**. The final approval occurs with the Senior Vice President for Research and **Partnerships**. An applicant whose sabbatical proposals are rejected has the right to appeal to the Provost's Sabbatical Advisory Leave Committee. The employee's Department Head/Director is responsible for notifying the employee about the approval or denial for the sabbatical request.

If the sabbatical request is approved, a signed memo is provided to the Vice Provost for Faculty Affairs and a copy of that signed memo, along with the full-signed application packet, is provided to the employee's Department Head/Director, to **ORP** Employee Services, and to HR Employee Records.

Sabbatical Report

Sabbatical leave recipients are required to submit a report to their Department Head/Director at the end of the second semester following an approved sabbatical leave. The report should provide the objectives and results of the project including any changes, and an explanation for the changes, from the original proposal goals. Additionally, the report should include a summary of the results of the project and how they are of interest to the general public. The direct supervisor of the employee returning from sabbatical should include a one-page summary about the sabbatical, including areas of success and areas for improvement, as part of the required report. The Department Head/Director will provide this report to the Senior Vice President for Research and Innovation and is responsible for retaining these documents until the records retention requirements are met.

Please direct questions and route documents to **Jennise Taylor** jenniset@arizona.edu / 520-626-9422.