



UNIVERSITY OF SOUTH CAROLINA Faculty Request for Sabbatical Leave

SABBATICAL LEAVE

Sabbatical Leave is intended to allow full-time faculty members relief from their normal duties in order to pursue significant projects designed to improve their capabilities as teachers and researchers, and hence, to increase their future contribution to the mission of the University. It is designed to permit a faculty member to achieve educational goals which could not be reached, if pursued under the demands of regular University duties. Consequently, recipients of sabbatical leave are to be separated from all University duties during the period in question.

A faculty member requesting such leave must demonstrate, by means of a written proposal submitted through the usual administrative channels, how his/her planned activities will serve the purpose for which the leave is intended.

To be considered for a sabbatical leave, a faculty member must be a **tenured** associate professor or a **tenured** professor and must be eligible to serve for a reasonable period following the completion of the leave, this to be under no circumstances less than one year.

Awards are based on seniority, merit and six or more years of service as a full-time faculty member. A sabbatical leave only provides one-half pay for a full academic year (based on converted nine-month base salary) or full pay for one-half of an academic year (based on converted nine-month base salary). The granting of sabbatical leaves of absence is dependent upon budget limitations, work loads, and other considerations. Therefore, it is a matter of administrative discretion.

Before starting sabbatical leave, faculty members should contact the Employee Benefits Section of Personnel Services or the University Payroll Department for information on the continuation of retirement, insurance plans and other employee benefits during the period of leave.

Annual leave will not be accrued by twelve-month faculty while they are on sabbatical leave.

SABBATICAL LEAVE PROCEDURES

A request for sabbatical leave will be made in writing through regular channels to the dean and will be accompanied by a statement for the purpose for which the leave is requested and a current curriculum vitae.

- 1.A faculty member will submit a formal request for a sabbatical leave to the appropriate department chair or, if none, dean by the date specified by his/her college for the year prior to the year he/she wishes the leave to begin. This request submitted initially to his/her department chair and dean, will contain a detailed statement of purposes for which leave is requested and will specifically address the following questions:
 - a.What are the educational goals he/she will attempt to achieve in terms of research and/or teaching? How will the sabbatical increase his/her contribution to the mission of the University?
 - b.Why does this project/activity require a reassignment of his/her time to a sabbatical leave?
 - c.At the end of the sabbatical leave, will the project/activity be complete, or what portion of the project/activity will be complete?
 - d.How will the results of this project/activity be demonstrated?
 - e.Has he/she ever had a sabbatical previously, and if so, when was it and what were the results of the previous sabbatical?
- 2.A request for sabbatical leave must be approved by the department chair and dean. The deans must notify the faculty requesting sabbaticals of their decision by the last day in February.
- 3.If the request for sabbatical leave is approved, the faculty member will be required to sign a statement to the effect that he/she agrees to return to his/her position at the University for at least one academic year at the end of the leave period. If the faculty member does not choose to return for whatever reason, he/she will be liable to the University of South Carolina for the full amount paid him/her during the period of sabbatical leave. However, in the event of death or permanent disability due to ill health or accident while on sabbatical leave, the University will not exercise its right of repayment.
- 4.A faculty member returning from sabbatical leave shall submit a written report of his/her research or other scholarly or creative accomplishments to the chair of his/her department within three months of completing the leave. The department chair will forward this report, with his/her own written evaluation of whether or not adequate use was made of the time allotted to the dean. If the faculty member fails to submit a written report within the allotted time or if, after consultation with the department chair, the dean judges that the faculty member has made inadequate use of his/her sabbatical period, he/she may require the faculty member to refund all or part of the monies that he/she received from the University while on sabbatical leave.
- 5.No school, college or department may have more than ten percent of its faculty on sabbatical leave in any given major semester (fall or spring). In departments where there are less than ten eligible faculty members, only one department member may be on leave in any given major semester. Any deviation from this policy may be made only under the most exceptional circumstances.
- 6.If a faculty member is denied a sabbatical request, he/she may appeal the decision to the Provost within seven working days of receipt of the denial letter.



**UNIVERSITY OF SOUTH CAROLINA
Faculty Request for Sabbatical Leave**

Name _____ Date _____

College _____ Department _____ Rank _____

Date of Appointment _____ Date of Last Sabbatical _____

Sabbatical Leave Request for period beginning _____, 20 and ending _____, 20

Title of the Proposed Sabbatical Project _____

Complete Description of Proposed Sabbatical Project
(attach extra sheets if necessary)



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1. I will return to my position at the University of South Carolina for at least one academic year at the end of my sabbatical leave period.

(initials)

2. I will submit to the department chair or, if none, dean a detailed report of my accomplishments while on sabbatical leave within three months of completing the leave.

(initials)

I have read the statements on sabbatical leave from The Faculty Manual which are included with this request form. I understand the conditions and requirements stated and will meet and fulfill them if leave is granted.

(Faculty Member Signature)

(Date)

Required Approvals for Sabbatical Leave Request

1. Department Chair

Approve

Deny

(Signature)

(Date)

Supporting Comments:

Empty box for supporting comments.

2. Dean

Approve

Deny

(Signature)

(Date)

Supporting Comments:

Empty box for supporting comments.



**UNIVERSITY OF SOUTH CAROLINA
Faculty Sabbatical Report**

Please complete this form upon return from sabbatical.

A faculty member returning from sabbatical leave shall submit a written report of research or other scholarly or creative accomplishments to the department chair within three months of completing the leave. The department chair will forward this report, with his/her written evaluation of whether or not adequate use was made of the time allotted to the dean. If the faculty member fails to submit this written report within the allotted time or if, after consultation with the department chair, the dean judges that the faculty member had made inadequate use of his/her sabbatical period, the dean may require the faculty member to refund all or part of the monies that he/she received from the University while on sabbatical leave. At the beginning of the report, be sure to describe how this sabbatical improved your capability as a teacher and/or researcher and how it increased your future contribution to the mission of the University. Reports that do not adequately address these issues will be returned for revision.

Name _____ Department _____

Period of Leave _____ Date _____
