



protecting academic quality

TWO IMPORTANT CONTRACT TIPS: SABBATICAL & PROFESSIONAL DEVELOPMENT LEAVE

ARE YOU ON OR LOOKING AHEAD TO SABBATICAL OR PROFESSIONAL DEVELOPMENT LEAVE?

DID YOU JUST COMPLETE A SABBATICAL OR PROFESSIONAL DEVELOPMENT LEAVE?

IN EITHER CASE, READ THESE TIPS CAREFULLY

Note: The text below refers to sabbatical leaves. There is identical text in the collective bargaining agreement referring to professional development leaves as well.

1. Contract Tip: Performance Increase while on Sabbatical or Professional Development Leave

If you wish to be considered for a performance increase in the Spring Semester of this year, you must submit a mid-sabbatical report. The contract does not specify the nature of this report. UA suggests that you submit the same sort of documentation expected of you in non-sabbatical years. We suggest you include a brief section describing what has transpired on the sabbatical.

The relevant contract language is below.

Article 22.1.f. Faculty members on sabbatical during the spring semester shall submit to their chairperson and dean a mid-sabbatical report that will be used as the basis for making determinations regarding performance increases. The absence of such a report will render the faculty member ineligible for consideration for an annual performance increase in the year of their sabbatical.

2) Contract Tip: Submitting Sabbatical or Professional Development Leave Report - Important Deadlines

The contract is very specific on the deadlines for submitting sabbatical and professional development leave reports. The penalty for being late is substantial.

The relevant contract language is below:

Article 22.1.j All faculty awarded a sabbatical leave shall submit to their chairperson and dean a written report detailing sabbatical activities and accomplishments and indicating how the original objectives of the sabbatical were met during the leave. This report shall be submitted within sixty (60) days of completion of the leave. For a faculty member on 9- or 10- month appointment whose sabbatical ends when his/her appointment year ends shall submit his/her sabbatical report within sixty (60) days from the starting date of the next appointment years, i.e. sixty (60) days after September 1 for a nine-month faculty member. Such reports shall be forwarded to the Provost. The faculty member's sabbatical work will be considered in subsequent evaluations, including those affecting reappointment and promotion. Failure to submit a report may be considered in the annual performance evaluation and will render the faculty member ineligible for future sabbaticals until such time as a report is submitted. In the event of a late sabbatical report, the faculty member's accumulation of years towards a future sabbatical shall begin with the semester following the date when the report is submitted. Such reports will be considered as part of the record for subsequent sabbatical consideration.

(Posted February 2009)