The sabbatical policy for the College of Engineering reinforces the Lexington Campus Sabbatical Policy and Procedures adopted in October 1991 by supporting the position that sabbatical leave is a privilege, not a right, and that sabbatical leave requests must be approved in accordance with Governing Regulations, Section X. Sabbatical leave is granted "to provide opportunities for study, research, creative effort, improvement of teaching capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced."

All requests are considered on the merits of the proposal. The proposal must include, at a minimum, the following:

- A well developed sabbatical plan that describes how the leave will assist in the individual's professional development, and what benefits will accrue to the College as a result of the sabbatical.

- Documentation of prior correspondence with the host institution(s) clearly stating whether or not the host institution(s) will be providing any financial support for the candidate during the sabbatical.

- Endorsement of the department chair, including a plan for the maintenance of instructional activities in the faculty member's absence.

- A clear explanation of any funds required to meet these obligations.

A preliminary proposal should be submitted no later than six months prior to the commencement of the sabbatical leave. The final proposal should be submitted as soon as possible.

Sabbatical leave is a vital part of the continuing professional development for all faculty members in the College. Nonetheless, it should be recognized that the College incurs a substantial cost in the support of a faculty member's sabbatical leave, and only those proposals that clearly show long term benefits for both the faculty member and the College will be recommended to the Chancellor for approval. The College will entertain requests for all sabbaticals; however, the College encourages, and will give priority to, those requests for either a one year's leave at half pay after six year of continuous service or one semester's leave at half pay after three years of continuous service. Appended are the Lexington Campus approval and reporting procedures.
UNIVERSITY OF KENTUCKY LEXINGTON CAMPUS
SABBATICAL POLICY AND PROCEDURES

UNIVERSITY POLICY

The University sabbatical policy is stated in the Governing Regulations, Section X, pages 11-12. Sabbatical leave is granted "to provide opportunities for study, research, creative effort, improvement of teaching capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced." Sabbatical leave is a privilege, not a right, and sabbatical leave requests must be approved in accordance with the above-stated terms.

LEXINGTON CAMPUS PROCEDURE

1. Faculty Initiative
   After six years of continuous service, a faculty member may submit a proposal in writing to her or his department chair for either one year's leave at half pay or six month's leave at full pay. Regulations allow for a "mini-sabbatical," that is, after three years of continuous service one may apply for six months leave at half salary.

   The proposal should describe the scope of work to be undertaken, the financial resources available from non-UK sources, and the benefit to the individual, to the university, and to the citizens of the Commonwealth.

2. Department Chair's Review
   The department chair reviews the proposal and either
   - recommends approval to the dean or
   - declines to approve the proposal and discusses with the individual the reasons for declining.

   The following circumstances must be considered:
   - the department's ability to cover the absent faculty's assignments, especially course instruction and student advising of both graduate and undergraduate students.
   - the number of concurrent sabbatical leave requests and the impact on the program of multiple absences;
   - the chair's judgment of the benefits derived from the previous sabbatical;
   - the chair's judgment of the proposed sabbatical's benefit to the individual, the university, and the citizens of the commonwealth.

3. Dean's Review
   The dean reviews the proposal endorsed by the department chair and either
   - supports the department chair's recommendation and forwards to the Chancellor or
   - turns it down. A dean should not forward a request with faint endorsement.

   The criteria for decision making are the same as those for the department but at a college level, except that the cost of temporary staff to cover the absent individual's courses takes on greater significance at the college level for allocation of discretionary funds.
4. **Chancellor's Approval**
The Chancellor reviews the proposal endorsed by the dean and as the designated authority, either approves or declines to approve the proposal. It is assumed that no proposal will come to the Chancellor which is not strongly endorsed and financially supported by the dean, so that approval is routine at the Chancellor's level.

5. **Notice to President and Board of Trustees**
Once approved by the Chancellor, the sabbatical leave is submitted to the President for reporting to the Board of Trustees.

6. **Post-sabbatical Requirements**
   - **Return to the University.** According to the Governing Regulations, "Sabbatical leave shall be granted with the understanding that the recipient, following the leave of absence, will continue service at the University for at least one academic year." Any exception to this practice must be approved prior to the leave or be considered a contractual violation.

   - **Faculty Report.** There is no requirement stated in the Governing and Administrative Regulations for a post-sabbatical report on accomplishments made by the individual during the leave. Such is the practice in some colleges, however, and effective October 1, 1991, the Lexington Campus Chancellor is directing all colleges to request and file post-sabbatical reports. The purpose of the reports is to better enable deans and department chairs to make informed recommendations on future sabbatical requests by individual faculty.

**SUGGESTED OUTLINE FOR SABBATICAL LEAVE PROPOSALS**

1. Describe the time table for the leave and salary support needed.

2. Describe how will the leave be used: when, where, what will be done.

3. Outline responsibilities that will need to be covered by others during the leave period.

4. List the tangible results or expected outcomes and when those results will be available.

5. Describe how the leave will benefit you, the Department, the College, the University, the Commonwealth.

WP66

c: Dr. Juanita Fleming
Special Assistant to the President for Academic Affairs