



**Idaho State
University**

POLICIES AND PROCEDURES

Faculty Sabbatical Leave

ISUPP 4030

POLICY INFORMATION

Policy Section: *Academic Affairs*

Policy Title: *Faculty Sabbatical Leave*

Responsible Executive (RE): *Vice President for Academic Affairs and Provost*

Sponsoring Organization (SO): *Office of Academic Affairs*

Dates: Effective Date: *March 11, 2008*

Revised: *February 23, 2021*

Review Date: *February 2026*

I. POLICY STATEMENT

Sabbatical leaves are granted as an acknowledgment of positive contributions as a faculty member at Idaho State University (ISU) and provide an opportunity for advanced learning, research, creative activity, or performance. The sabbatical leave program promotes excellence in the faculty and enhances the reputation of the University. Members of the tenured or clinical faculty who have completed at least six years of full-time employment since appointment to the faculty or since their last sabbatical leave are eligible for a sabbatical leave. The Colleges/Library/Division determine their own procedures for reviewing sabbatical applications. Each College/Library/Division has specific guidelines for sabbatical eligibility.

II. AUTHORITY AND RESPONSIBILITIES

The Office of Academic Affairs has the responsibility to review this policy and make recommendations for change to be considered via the policy process outlined in ISUPP 1010.

III. PROCEDURES TO IMPLEMENT

A. Faculty Sabbatical Leave

Applications should be sent to the Dean or Dean's designee, as described in the policy of the faculty member's College. The Dean shall forward the College/Division recommendations to the Executive Vice President & Provost, who will forward the application with the Executive Vice President & Provost's recommendation to the President for approval. The Executive Vice President & Provost will then notify the faculty member of the President's decision.

B. Compensation for Sabbatical Leave

Compensation while on sabbatical leave shall be full salary for one semester or one-half salary for two semesters. Additional income may be derived from fellowships, part-time assistantships, or other sources of limited income, but full-time employment while on sabbatical leave is not permitted unless specifically authorized by the faculty member's Dean/Division Head. While on professional leave, the recipient will be entitled to all salary increases and benefits afforded other faculty members.

C. Deferral of Sabbatical Leave

A sabbatical leave that has been awarded may be deferred at the request of the recipient by the President, for a period of up to one year. A sabbatical leave that has been awarded, but then delayed by the institution due to financial exigencies, may be deferred for one year without reapplication. A faculty member may apply for a sabbatical to commence two years after the application date. This is for occasions that require advanced planning, such as when coordinating a Fulbright application with a sabbatical leave.

D. International Travel

Sabbatical travel to or involvement with collaborators at non-US entities must be cleared through the Export Control process at ISU. Involvement with entities and individuals in countries designated by the federal government as threats to national security or terrorist supporting will receive detailed review. Contact the Research Outreach and Compliance office for export control details.

E. Report of Sabbatical Activities

A recipient of a sabbatical leave is expected to return to the University for at least one academic year, or to repay the money received from the institution while on leave. At the conclusion of the sabbatical, the recipient is to file a substantive report of sabbatical activities to his or her Dean/Division Head and to the Executive Vice President & Provost. Each College/Division has specific guidelines for the returning professor for reporting the learning, research, creative activity, or performance opportunities obtained during the

sabbatical. The University encourages faculty who have completed their sabbaticals to find appropriate venues, both within the University and the community, where they can present the results of their sabbatical experience.