

**College of Education and Applied Human Sciences**  
**Sabbatical Leave Policy**  
Adopted April 2024

The College of Education and Applied Human Sciences (CEAHS) shall follow University policies and procedures governing sabbatical leaves. The College Sabbatical Committee shall be responsible for screening and making recommendations regarding sabbatical leave requests to the Dean of the College. The College Committee shall also ensure that University-approved procedures have been followed and that the sabbatical leave recommendations concur with the goals and needs of the College.

1. **Summary of Department Procedures in the University Policy (Academic Regulation: 4.7.2ACR) [https://policies.eku.edu/sites/policies.eku.edu/files/policies/4.7.2acr\\_sabbaticals\\_0.pdf](https://policies.eku.edu/sites/policies.eku.edu/files/policies/4.7.2acr_sabbaticals_0.pdf)):**
  - a. Departments shall elect a sabbatical review committee that must include at least 2 full-time, tenured members. If a faculty member or a member of his or her family/household is being considered for sabbatical, the faculty member may not serve on the committee that year. The committee shall be elected by September 10\* of the year in which it is to function.
  - b. Applications for sabbaticals must be submitted to Department Chairs by September 15\*.
  - c. The Department Committee shall review sabbatical applications and provide a recommendation based on the published CEAHS criteria to the Department Chair.
  - d. The Department Chair reviews applications and committee recommendations. The Department Chair will make a recommendation including an impact statement for each application to the Dean.
  - e. If application is deemed unsatisfactory by either the Department Chair or the Department Committee, the applicant should receive written feedback and may resubmit within 10 calendar days after receiving feedback for reconsideration. If application is deemed unsatisfactory by either the Department Chair or the Department Committee after a resubmission, the candidate must wait to re-apply in the next academic cycle.
  
2. **College Procedures**
  - a. The College Sabbatical Committee shall serve as the College review committee for sabbatical leaves.
  - b. The College Sabbatical Committee shall value all purposes for sabbatical leave as outlined in University policy.
  - c. The College Sabbatical Review Committee shall consist of one full-time, tenured faculty member elected by each department in the college. The committee shall be elected no later than September 10\* of the year in which it is to function.
  - d. If a faculty member or a member of his or her immediate family is being considered for a sabbatical leave, that member shall be replaced by an alternate when the Committee is reviewing sabbatical leave applications.
  - e. The college committee shall review sabbatical applications and provide a recommendation based on the published College criteria and the Department

recommendations. The committee will ensure that the University approved procedures have been followed and that the sabbatical recommendations concur with the goals and needs of the College. If more than one sabbatical application is submitted, the committee will rank the proposals prior to forwarding the applications and recommendations to the Dean.

- f. Each Committee member shall rank the applicants based on the following criteria using the attached rubric:

#### **Criteria**

- The sabbatical plan augments or develops professional skills through a planned and concerted effort.
- The sabbatical plan aligns with the strategic plan of CEAHS. (<https://www.eku.edu/ceahs/welcome-from-dean/>)
- The sabbatical plan enhances the professional growth of faculty and teaching for CEAHS.
- The sabbatical plan is relevant to research capabilities and professional accomplishments of CEAHS.
- The sabbatical plan contributes to professional, public, or university service.
- The sabbatical plan is detailed, comprehensive, and sound.
- The sabbatical plan provides evidence of collaboration with colleagues, facilities, or community partners.
- The candidate provides a clear plan for the intended dissemination of the sabbatical outcome.

- a. The College Sabbatical Committee will collaboratively rank the applications based on each proposal's merit and make a recommendation to the Dean. The rank order of applications and rationale for the recommendations will be provided to the Dean in writing.
- b. The Dean will review sabbatical applications and all recommendations. The Dean will forward their recommendation and all sabbatical materials to the Provost no later than November 1\*.
- c. Each candidate will receive feedback from the Dean with an explanation of acceptance or nonacceptance.

### **3. Post-Sabbatical Obligation**

- a. Procedures related to post-sabbatical obligations will follow University policy.
- b. The recipient will provide an update to CEAHS faculty within a year of completion of the sabbatical.

\* Due dates listed are per Policy 4.7.2. However, Academic Affairs may slightly adjust the dates. Specific due dates will be distributed to department chairs via the CEAHS Master Chart each August, and chairs will provide those dates to faculty in their departments.