

4.11 – Sabbatical Leave

<https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/sabbatical-leave/>

PROCEDURES

Applications for sabbatical leave reflect the specific nature of the proposed leave. The procedure for submitting and processing applications for sabbatical leave is as follows:

- Prior to October 15 of the academic year preceding the proposed sabbatical leave, applications must be submitted to a School or College's faculty committee charged with the responsibility of reviewing the applications, establishing an order of priority among the applicants, and making its recommendations to the Dean of the School or College by October 31.
- The Dean of the School or College shall make recommendations for coverage of the faculty member's duties during sabbatical leave. Further, the Dean shall review the School or College's reports in terms of staff requirements and budget limitations and, in cases of more than one proposal, recommend an order of priority among the applicants. The recommendations of each School or College Dean, accompanied by the reports of each School- and College-level committee are forwarded to the Provost & Vice President for Academic Affairs by November 15.
- The Provost & Vice President for Academic Affairs and the President both review the applications and recommendations in terms of each proposal's merits and ratings, University-wide staff requirements, budget limitations, and institutional policy.
- The President will formulate a final report recommending sabbatical leaves for no more than four percent (4%) of the University faculty.
- All applicants for sabbatical leave shall be notified of the decision on their applications by December 15 of the year that they applied.
- The Board of Regents is notified of sabbatical leave at the April meeting.
- No dates expressed in this policy are intended to preclude or reduce sabbaticals. Therefore, under extenuating circumstances, the Provost may extend deadlines with notification to all concerned.