

August 14, 2007

To: Deans Council

From: R. Michael Tanner  
Provost and Vice Chancellor for Academic Affairs

Re: Sabbatical Leaves of Absence for 2008-2009

Attached are instructions from the Office of the Vice President for Academic Affairs for application for sabbatical leave of absence for the academic year 2008-2009. College offices should distribute this information to their units along with any additional college instructions for sabbatical applications. Applicants should be provided with a copy of the Guidelines for Sabbatical Leave when given the application form and instructed to give careful attention to the detailed guidelines.

Each applicant's record should be checked to determine eligibility for the requested leave prior to transmittal of the application form to Faculty Affairs HR. Faculty members may accumulate credit by semesters or years served, with two semesters counting as one year of credit for nine-month faculty. Time spent on leave without pay will not ordinarily count as credit toward a sabbatical. In special cases, credit may be requested for time spent on leave without pay, e.g., leaves taken to accept a fellowship that is not paid/processed through the University. Sabbatical credit during a leave without pay must be requested at the time of the leave without pay and must be approved by my office.

Faculty members should be reminded that sabbatical leaves of absence are a privilege, not a right, and all administrators and reviewing bodies in the approval process will weigh applications on their merit. Also if taking a sabbatical leave is contingent on receipt of supplementary financial aid, details of such contingency should be included in the Statement of Plans. In no case should the individual delay applying for leave while awaiting word on a grant proposal.

Submission of a report of activities by the faculty member is required upon completion of the leave and submitted according to the report deadline schedule noted in the attached documentation. The report of activities should address how the sabbatical leave enhanced the individual's value to the University and how it improved the applicant's capabilities for carrying out the objectives of the unit and the University. In addition, a faculty member must remain in service to the University for at least one year following return from a leave. If the obligation to remain in service for a year following the sabbatical leave is not fulfilled, the faculty member, or his/her new employer must reimburse the University for the salary paid while on sabbatical leave.

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The sabbatical instructions and guidelines, including the application form, are available on the Web and can be found at <http://www.vpaa.uillinois.edu/policies/sabbatical.asp>. The sabbatical application can be completed online using Microsoft Word format, printed and submitted to the applicant's department.

Applications (2 copies – original & 1 photocopy) must be received in Faculty Affairs Human Resources, 1253 S. Halsted Street, Suite 303, MC 095, no later than **Friday, November 2, 2007**.

Questions about sabbatical leaves may be directed to Faculty Affairs Human Resources at extension 5-2412, or at the [FAHR@uic.edu](mailto:FAHR@uic.edu) listserv.

RMT:kmj  
Attachments

c: Interim Vice Provost Mo-Yin S. Tam  
Vice Chancellors  
Elizabeth Bunte/Angela Yudt, Faculty Affairs HR  
VC/College HR Group