• A selected faculty member should notify the Dean and the HSC Office of Faculty Affairs of acceptance or rejection of a sabbatical in accordance with announced deadline. If an awardee declines a full pay sabbatical offer, the Dean may offer such sabbatical to the next ranked person on the Committee’s list without prior consultation with the Committee. A decision on acceptance or rejection of a sabbatical, or at least an expression of intention, should be made no later than the date indicated on the timetable, provided that those whose sabbatical plans are depending upon other factors (supplemental income, grant decisions, etc.) may indicate a conditional acceptance.

• Prior to taking a sabbatical leave, the request must be approved in advance in writing by the Dean/designee.

• Upon approval of the Application for Sabbatical Leave, the department prepares an Appointment Status form to begin the faculty member’s leave, even if the leave is with full pay, and submits it to the Office of Faculty Affairs, MDC 53, along with the approved application for sabbatical leave, acknowledgement from the external institution/organization, if applicable, and endorsements/recommendations.

11. Employment During a Sabbatical

Employment unrelated to the purpose of a sabbatical is subject to reporting of outside activities on the prescribed University form.

Salary from sources other than the University received by a faculty member on sabbatical normally will result in reduction of the University salary to bring the total income to a level comparable to the faculty member’s normal salary. However, in consideration of certain extenuating circumstances, i.e., salary received from an entity for work that is fundamental to the accomplishment of sabbatical purposes, the faculty member may request consideration of waiver of this requirement.

Faculty on one-half or two-thirds pay sabbaticals may receive salary from USF grants or contracts at a level that would make total compensation equal to the faculty member’s full-time salary for the sabbatical period. In order for a faculty member to use grant/contract funds to supplement salary while on sabbatical the following conditions must be met:
  o the nature of the grant/contract activity must be congruent with the proposed sabbatical activities and participation in the grant/contract activities must contribute to the accomplishment of sabbatical objectives;
  o the granting/contracting agency must allow for such an arrangement;
  o gross salary drawn from the grant/contract during the sabbatical period cannot exceed one-half of the faculty member’s gross USF salary for those on half-pay sabbaticals or one-third of the faculty member’s gross salary for those on two-thirds pay sabbaticals;
  o the faculty member must be named in the grant/contract and appear as a budgeted salary line item; and
  o the faculty member’s chair/director must submit written verification to the Dean and the Office of Faculty Affairs that the above conditions have been satisfied.

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who will also serve as the chairperson of the committee.

D. A faculty member who is applying for a sabbatical may not serve on the HSC Sabbatical Committee.

- For half-pay (noncompetitive) sabbaticals:
  A. Sabbaticals at half-pay will be granted provided the conditions of this policy have been met.
  B. By the date indicated on the timetable, the Committee submits to the Vice President a list of any half-pay applications deemed complete and recommends approval of all. The Committee also submits a list of half-pay applications deemed incomplete, identified by college and department, which will include the same statement of deficiency provided to the applicant.

- For full-pay sabbaticals and two-thirds pay sabbaticals:
  A. Each Committee member will read and judge the merit and acceptability of each application based on the factors described above. Points will be assigned by each Committee member as follows: (a) extremely meritorious (7 points), (b) highly meritorious (5 points), (c) moderately meritorious (3 points), (d) minimally meritorious (1 point), or (e) of no merit (0 points). An average of the combined Committee members’ ratings becomes each applicant’s overall rating.
  B. The Committee submits a ranked list of all applicants whose applications are deemed complete, identified by college and department, to the Vice President no later than the date indicated on the timetable. In addition, the committee will submit a list of the applications not recommended for approval, identified by college and department, and include a brief statement of the reason.
  C. No more than one faculty member in a department or professional unit need be awarded a sabbatical at the same time. When the list contains more than one recommended applicant from any one department or other professional unit, the Vice President or designee consults with the relevant chair/dean and makes an appropriate decision that will not cause hardship on the department/unit and is based on the highest rankings. Full-pay sabbaticals may not be postponed since they are of finite number and must be awarded to the next person on the list if not accepted. Two-thirds pay sabbaticals may not be postponed unless agreed upon by the chair/director and dean.
  D. The Vice President/designee makes the selections based on the Committee’s rankings.

10. Notification Process

- Insofar as possible, the Vice President or designee will send out notification of sabbatical awards within one week of receipt of the HSC Sabbatical Committee’s rankings. With regard to full-pay sabbaticals, the Vice President will make appointments from the list and consult with the Committee prior to an appointment that does not follow the Committee’s ranking.
from the HSC Office of Faculty Affairs website at http://hsc.usf.edu/facultyaffairs/ofa_sabbatical_aplcn.doc and shall be submitted as outlined in this policy.

- Eligible faculty complete a Health Sciences Center Application for Sabbatical Leave form, including a detailed outline of their planned sabbatical program with a time line and other required documentation/verification through appropriate channels to their College Dean/designee. Applicants for the full-pay and two-thirds pay sabbaticals must also submit current Curriculum Vitae with the application package.
- When the sabbatical involves assignment at another institution or organization, include a letter of acknowledgement from a designated representative of that institution or organization verifying the availability of the proposed assignment.
- Eligible faculty should submit the complete application and required attachments to the College Dean no later than 5:00 pm on the date indicated in the time table.

8. **College Review Process**

- College Dean/designee will determine if the application itself is complete and the application package contains all required documents. If an application is judged to be incomplete, it will be returned to the applicant with a specific written statement of the deficiency. To expedite the process, the Dean/designee will telephone the applicant, in addition to sending the written statement of deficiency. A resubmitted application must be received by the Dean no later than one week from the date of the receipt of the notification of deficiency in order to be reconsidered.
- The College Dean may have an internal College review process. Such process, if any, will be consistent with the HSC Sabbatical Leave Policy. Internal college deadlines must be communicated to faculty in a timely manner, assuring that HSC deadline is met.
- A faculty member who is an applying for a sabbatical may not serve on a College Sabbatical Committee.
- The Dean/designee submits applications to the HSC Office of Faculty Affairs by 5:00 pm on the date indicated in the timetable. All applications forwarded to the HSC Office of Faculty Affairs for review by the HSC Sabbatical Review Committee must contain a letter of endorsement or non-endorsement by the College Dean/designee, including a statement regarding the impact on the department/unit staffing conditions.

9. **HSC Sabbatical Committee**

- The Health Sciences Center Sabbatical Committee is comprised of seven members.
  
  A. Three members, one from each College, must be tenured faculty in the college and be the current or a past chair of the college promotion and tenure committee; and
  
  B. Three members, one from each College, must be tenured faculty in the college and be the current or a past president of the college faculty; and
  
  C. The seventh member of the committee is the HSC Associate Vice President for Research
• Sabbaticals at half-pay (noncompetitive) will be granted unless the HSC Sabbatical Committee has determined that the conditions stipulated in this policy and procedure have not been met or that the department/unit staffing (instructional, clinical or research) considerations preclude such sabbatical from being granted. When staffing conditions preclude the granting of a sabbatical, the faculty member will be provided the sabbatical the following year or at a later time mutually agreed to by the faculty member and the Health Sciences Center. The period of postponement will be credited towards eligibility for a subsequent sabbatical.

• If the application submitted to the College Dean/designee is incomplete, it will be returned to the applicant with a specific written statement of the deficiency. To be reconsidered, a resubmitted application must be received by the Dean/designee no later than one week from the date of the notification of deficiency. To expedite the process, the Dean/designee will telephone the applicant in addition to sending the written statement of deficiency.

• To be eligible for consideration, the applicant must complete the application and submit it and all required documentation to the Dean by the deadline date indicated in the timetable.

6. Full-Pay and Two-Thirds Pay Sabbaticals

• If the application submitted to the College Dean/designee is incomplete, it will be returned to the applicant with a specific written statement of the deficiency. To be reconsidered, a resubmitted application must be received by the Dean/designee no later than one week from the date of the notification of deficiency. To expedite the process, the Dean/designee will telephone the applicant in addition to sending the written statement of deficiency.

• The HSC Committee shall consider the following factors in the review and ranking of full-pay and two-thirds pay sabbaticals:

  A. Length of service since previous sabbatical or initial appointment.
  B. Leaves of Absence from teaching, research, or clinical assignments
  C. The benefits of the proposed program to the faculty member, the department, and the profession. The sabbatical must increase the faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing or other experience of professional value.
  D. Consistency with the Mission, Vision, Values, Goals and Objectives of the Health Sciences Center and the faculty member's college.
  E. The ability to accomplish on sabbatical a task that otherwise could not be accomplished and the overall likelihood of success.
  F. The completeness of the sabbatical work plan, including a timeline.

• The HSC Sabbatical Committee may return to the applicant an application which requires clarification or is incomplete and request clarification or additional information. To be reconsidered in the review and ranking, a resubmitted application must be received no later than one week from the date of the notification.

7. Application Process. Applications for Sabbatical Leave in the Health Sciences Center may be obtained
• 100% of University of South Florida contracted base salary support for up to one semester or the equivalent (19.5 weeks) or 50% of this University contracted base salary support for up to two semesters or the equivalent; or
• Two-thirds of University of South Florida contracted base salary for up to two semesters or the equivalent.

Note: Contracted base salary does not include stipends.

The amount of USF support may be reduced by the amount of any other financial assistance received for the Sabbatical program. The faculty member must arrange any other salary support, other support and the payment of fringe benefits from other sources, if and as applicable. No moving expenses or other expenses will be provided by the Health Sciences Center.

In order to continue their employee benefits for health insurance, accident insurance, life insurance, etc., while on Sabbatical Leave faculty members must make individual arrangements with the HSC Human Resources Office, MDC 28, 813-974-9354.

Compensation from the Academic Support Fund and related UMSA benefits are not covered by Sabbatical Leave Policies and must be arranged by the faculty member with his/her department Chairperson or program on an individual basis relative to contributions to the Department or program and are not to be considered an entitlement.

4. **Conditions of Award.** Sabbatical leaves are considered assigned duties. Faculty members should be evaluated while on such leave in a manner appropriate to the assigned duties involved. It is the responsibility of the faculty members to provide data for evaluation of their performance while on leave, consistent with the purpose of the sabbatical.

Within 30 days after returning from the sabbatical, the faculty member must provide to the Dean and the Vice President a concise written report to accomplishments during the sabbatical. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the College, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.

Faculty members who accept the benefit of a Sabbatical Leave are expected to return for full-time employment at the University of South Florida Health Sciences Center for a minimum of one full year (12 months) following completion of the sabbatical. If there are to be agreements to the contrary, they must be reduced to writing prior to participation. In those instances in which the faculty member neither returned to College duties for a least one year nor had a written agreement to the contrary, the faculty member may be required to return to the College the salary received during the program.

5. **Half-Pay Sabbaticals**
SABBATICAL LEAVE POLICY
AUTHORITY: USF Faculty Rule 6C4-10.104 (17) (a)

Effective January 16, 2004

UNIVERSITY OF SOUTH FLORIDA
HEALTH SCIENCES CENTER

This policy affects full-time, tenured faculty, excluding those in administrative positions at the level of chair/director and above, in the Health Sciences Center of the University of South Florida. For in-unit faculty, this policy may be superceded by provisions of a collective bargaining agreement that is ratified after the implementation of this policy.

To implement the provision of USF Faculty Rule 6C4-10.104(17) (a), the Vice President of the Health Sciences Center authorizes a Health Sciences Center sabbatical leave program for eligible faculty. The College Deans may implement an appropriate recommendation process within their respective colleges and submit recommendations to the HSC Sabbatical Committee for review and ranking.

Sabbaticals are granted to faculty to increase a faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing or other experience of professional value, not as a reward for service.

1. Types of Sabbatical Available. The following types of sabbatical are available to Health Sciences Center faculty who meet the eligibility criteria:

   • Noncompetitive: Sabbaticals for two semesters or equivalent (39 weeks) at half-pay for eligible faculty members with at least six years’ full-time service with the University;
   • Competitive:
     A. At least one sabbatical for one semester or equivalent, (19.5 weeks) for a full-time sabbatical for each 40 eligible faculty members with at least six years’ full-time service with the University; and
     B. At least one sabbatical at two-thirds pay for two semesters or equivalent for each 40 eligible faculty members with at least twelve years’ full-time service with the University.

2. Eligibility for Award. Full-time, tenured faculty members, excluding those in administrative positions at the level of chair/director and above, with at least six years of full-time service at the University shall be eligible to apply for a sabbatical. For a two-semester sabbatical at two-thirds pay, full-time, tenured faculty members with at least twelve years of full-time service at the University are eligible to apply. Eligible faculty may also apply for subsequent Sabbatical Leave after each additional six years of full-time service or 12 years for a two-semester, two-thirds pay sabbatical.

   A tenured faculty member who is compensated, in part, through a contract or grant may receive a sabbatical only if the contract or granting source specifically allows a sabbatical in the conditions of award or funding agreement and the faculty member meets all other eligibility requirements.

3. Support Available. Sabbatical Leave awards will provide for the following: