

Sabbatical Leave (Tenured)

USF Health Faculty and Academic Affairs

Scope and Purpose

These procedures apply to full-time, tenured faculty, excluding those in administrative positions at the level of chair/director and above, at USF Health.

To implement the provision of [USF Faculty Rule 10.104](#)(17) (a) and the collective bargaining agreement between USF and the UFF, the Vice President of USF Health authorizes a USF Health sabbatical leave program for eligible faculty. The College Deans may implement an appropriate recommendation process within their respective colleges and submit recommendations to the USF Health 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.

Types of Sabbatical Available

The following types of sabbatical are available to USF Health 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 of full-time service with the University;
- Competitive:
 - For in-unit faculty in the College of Nursing and the College of Public Health, at least one sabbatical for one semester or equivalent, (19.5 weeks) for a full-time sabbatical for each 30 eligible faculty members with at least six years' full-time service with the University; and
 - For eligible faculty in the College of Medicine, 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.

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 without having had a sabbatical 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.

Support Available

Sabbatical Leave awards will provide for the following:

- 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 the 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 USF Health.

Faculty members considering applying for a Sabbatical Leave should confirm with the USF Human Resources Benefits Office, SVC 2172, 813-974-3872, that any reduced salary as the result of the Sabbatical will not negatively impact their employee-paid benefits.

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.

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 and as may be required by the faculty member's department.

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 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.

Half-Pay Sabbaticals

Sabbaticals at half-pay (noncompetitive) will be granted unless the USF Health Sabbatical Committee has determined that the conditions stipulated in these procedures 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 USF Health. 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.

Full-Pay and Two-Thirds Pay 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.

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

- Length of service since previous sabbatical or initial appointment
- Leaves of Absence from teaching, research, or clinical assignments
- 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.
- Consistency with the Mission, Vision, Values, Goals and Objectives of USF Health and the faculty member's college
- The ability to accomplish on sabbatical a task that otherwise could not be accomplished and the overall likelihood of success
- The completeness of the sabbatical work plan, including a timeline

The USF Health 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.

Application Process

Applications for Sabbatical Leave in USF Health may be obtained from the Office of Faculty Affairs website and shall be submitted as outlined in these procedures. A college internal review process

may supplement these procedures. When individual college procedures are in place, applicants will comply with the college internal review process and timetable.

- Eligible faculty complete a USF Health 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.

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 a supplemental internal College review process. Such process, if any, will be consistent with the USF Health Sabbatical Leave Procedures. Internal college deadlines must be communicated to faculty in a timely manner, assuring that the USF Health deadline is met.

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

The Dean/designee submits applications to the USF Health Office of Faculty Affairs by 5:00 pm on the date indicated in the timetable. All applications

forwarded to the USF Health Office of Faculty Affairs for review by the USF Health 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.

USF Health Sabbatical Review Committee

The USF Health Sabbatical Committee is composed of seven members:

- 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
- 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
- The seventh member of the committee is the USF Health Associate Vice President for Research who will also serve as the chairperson of the committee.
- A faculty member who is applying for a sabbatical may not serve on the USF Health Sabbatical Committee.

For half-pay (noncompetitive) sabbaticals:

- Sabbaticals at half-pay will be granted provided the conditions of these procedures have been met.
- 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:

- 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.
- 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.

- 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.
- The Vice President/designee makes the selections based on the Committee's rankings.

Notification Process

Insofar as possible, the Vice President or designee will send out notification of sabbatical awards within one week of receipt of the USF Health 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.

A selected faculty member should notify the Dean and the USF Health 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.

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:

- 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;
- the granting/contracting agency must allow for such an arrangement;
- 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;
- the faculty member must be named in the grant/contract and appear as a budgeted salary line item; and 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.