



University Staff (non-bargaining unit faculty and employees)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
SABBATICAL LEAVE	July 2005	1710.270

POLICY STATEMENT (R*)

Sabbaticals are granted to increase a tenured faculty value to the University through opportunities for research, writing, professional renewal, further education or other experiences of professional value. The University will award, on a yearly basis, sabbaticals in accordance with this policy.

Types of Sabbaticals:

- Competitive Sabbaticals - Each year, the University shall make available at least one (1) sabbatical, either at full-pay for one (1) semester or at three-fourths pay for one (1) academic year, for each forty (40) tenured faculty.
- Non-Competitive Sabbaticals - The University shall make available to each tenured faculty whose application meets the policy requirements noted above and whose application has been recommended in accordance with the established procedures, a sabbatical for two (2) semesters (i.e., one (1) academic year) at half-pay.

Eligibility Criteria:

- Full-time tenured employees with at least six (6) years of full- time, continuous service with FIU shall be eligible to apply for sabbatical leave.
- A faculty member who is compensated through a contract or grant may receive a sabbatical leave only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.
- Eligible faculty members shall be notified annually regarding eligibility requirements and application deadlines.

Application and Selection:

- Applications for sabbaticals shall be submitted in accordance with University procedures.
- Each application shall include a two-page statement describing the program and activities to be followed while on sabbatical; the expected increase in value of the employee to the University, the college and the employee's academic discipline; specific results anticipated from the leave; any anticipated supplementary income; and a statement that the applicant agrees to comply with the conditions of the sabbatical program as outlined in this policy.
- A University committee shall be elected by and from the tenured faculty. The committee shall include representatives from the various colleges and schools.
- The committee will follow established procedures and make a recommendation to the Provost.

Terms of Sabbatical Program:

- The employee must return to the University for at least one (1) academic year following participation in the program. If the employee fails to return to the University for at least one academic year following participation in the program, salary received during his/her participation in the sabbatical must be repaid to the University.
- Within thirty (30) days after returning from a sabbatical, the employee must provide a brief written report to the Provost that identifies the outcome of the sabbatical.
- Faculty members who have received a competitive sabbatical shall be eligible for another sabbatical after six (6) years of continuous service at FIU following the year of the previous sabbatical. Faculty members, who have received a non-competitive sabbatical, shall be eligible for another sabbatical after ten (10) years of continuous service at FIU following the year of the previous sabbatical.
- University contributions normally made to retirement and social security programs shall be continued during the sabbatical leave on a basis proportional to the salary received.

- University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.
- Eligible employees shall continue to accrue vacation and sick leave on a full-time basis during the sabbatical leave.
- While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical- related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical.
- Employment unrelated to the purpose of the sabbatical leave is governed by the Conflict of Interest policy.

REASON FOR POLICY (O*)

To promote and support the development of tenured faculty research.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Employee and Labor Relations
Florida International University
11200 S.W. Eighth Street - PC 236
Miami, Florida 33199
Telephone: (305) 348-2079

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***R = Required *O = Optional**