

Sabbatical Procedures

A sabbatical is not an automatic entitlement every six years but, rather, is for the purpose of study, formal education, research, writing or other experience of professional value. Tenured faculty who wish to apply for a sabbatical leave during the following academic year are responsible for submitting a request in writing to their department chair by the last day of classes for the fall semester, so that the department can make timely provision for the applicant's teaching assignments.

Required Statements for Sabbatical Leave Requests are below. Note that the written request must be received in the dean's office by the following Feb. 1 because the request for a sabbatical must be approved by the dean's office and then by the provost and president. In addition to the required statements from the applicant in the attached guidelines, the approval process requires a current copy of the applicant's CV and a statement from the chair of how many other faculty in the same department are applying for a sabbatical at the same time and the plans for covering any required courses usually taught by the applicant.

In order to be eligible for a sabbatical leave, a tenured faculty member must have completed at least six consecutive years of service within the University or, if a previous sabbatical leave was granted, have completed at least six consecutive years of service within the University from the date of return from the last sabbatical leave. In computing consecutive years of service, periods of vacation leave and periods of sick leave with salary may be included; periods of leaves of absence, other than vacation and sick leave with salary, and periods of part-time service may not be included.

After the chair reviews the request, it will be forwarded along with the chair's written recommendation to the GSE dean's office for review. Department approval does not automatically mean that the request can be granted. Teaching, advisement and overall faculty load considerations could result in a particular sabbatical request not being approved. Once approved by the dean's office, the request and accompanying materials will be forwarded to the provost's office. Applicants will receive written notification from the GSE dean's office regarding the final decision.

If you have any questions, please ask your chair.

Required Statements for Sabbatical Leave Requests

I. The request from the faculty member to the Department Chair (Department Chair submits request to Dean) should be submitted in writing in time to have the request reach the Dean's Office no later than February 1st for sabbatical leaves in the next academic year including fall, spring and full academic year sabbaticals. For example, for a planned sabbatical leave in the Fall 2019 semester, Academic Year 2019-20 or Spring 2020 semester, the request must be in the Dean's office no later than Feb. 1, 2019. Requests received later than Feb. 1 for the next academic year will not be considered.

II. The letter must contain the following statements and information:

1. The semester (or semesters) of the leave, stating whether one semester at full pay, or one year at half pay.
2. Purpose of the leave (study, research, writing, etc.) with a detailed description of the proposed activities.
3. A statement on whether or not any additional income is expected:
 - I do not expect to receive any additional income during my sabbatical leave.OR

Office of the Dean

367 Baldy Hall, Buffalo, NY 14260-1000
716.645.6640 (F) 716.645.2479
gsedean@buffalo.edu
www.gse.buffalo.edu

- I will (or expect) to receive \$_____ additional income from _____ (source of funds). Additional income must be justified and a statement provided of how it will be used.
- 4. The following statement must be included verbatim:
 - I will return to the University for at least one full year after my sabbatical leave, and I will submit a written report of my professional activities and accomplishments while on sabbatical leave, no later than the end of the first semester after my return. I understand that I may be required to repay all sabbatical salary if I do not return for the minimum period and/or file an activity report in a timely fashion. Further, I understand that I must obtain written approval in order for my sabbatical report to be submitted late.

External Earnings While on Sabbatical

It is the University's policy that faculty members' income during the sabbatical period should not exceed their income had they not taken sabbatical leave. All income must be reported. External non-salary support which serves to assist a faculty member in fulfilling the purposes of the sabbatical leave — grants or awards for travel, research facilities, etc. — may be accepted without impact on sabbatical leave salary. Financial awards — fellowships, grants, etc. — which provide general support for the individual, rather than being targeted for specific project-related expenses, are construed as external salary support. Consulting may also be carried out while on sabbatical, provided it occurs in a manner that is consistent both with the University's normal consulting practices and with the individual's customary level of such activity when not on sabbatical leave. The faculty member should not be expected to suffer financially while on sabbatical leave; neither, however, should the sabbatical be construed as an opportunity for unusual financial gain, and, in some cases, there may be an adjustment in State compensation. Please remember that those who file an annual JCOPE Financial Disclosure Statement will need to report any outside income for that filing period as per public officers law.

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