

SABBATICAL LEAVE

Sabbatical Leave is intended to allow full-time faculty members relief from their normal duties in order to pursue significant projects designed to improve their capabilities as teachers and researchers, and hence, to increase their future contribution to the mission of the University. It is designed to permit a faculty member to achieve educational goals which could not be reached, if pursued under the demands of regular University duties. Consequently, recipients of sabbatical leave are to be separated from all University duties during the period in question.

A faculty member requesting such leave must demonstrate, by means of a written proposal submitted through the usual administrative channels, how their planned activities will serve the purpose for which the leave is intended.

To be considered for a sabbatical leave, a faculty member must be a **tenured** associate professor or a **tenured** professor and must be eligible to serve for a reasonable period following the completion of the leave, under no circumstances less than one year.

Awards are based on seniority, merit and six or more years of service as a full-time faculty member. A sabbatical leave only provides one-half pay for a full academic year (based on converted nine-month base salary) or full pay for one-half of an academic year (based on converted nine-month base salary). The granting of sabbatical leaves of absence is dependent upon budget limitations, workloads, and other considerations. Therefore, it is a matter of administrative discretion.

Before starting sabbatical leave, faculty members should contact the Employee Benefits Section of Personnel Services or the University Payroll Department for information on the continuation of retirement, insurance plans and other employee benefits during the period of leave.

Annual leave will not be accrued by twelve-month faculty while they are on sabbatical leave.

SABBATICAL LEAVE PROCEDURES

A request for sabbatical leave will be made in writing through regular channels to the dean and will be accompanied by a statement for the purpose for which the leave is requested and a current curriculum vitae.

1. Faculty members will submit a formal request for sabbatical leave to the appropriate department chair or, if none, dean by the date specified by their college for the year prior to the year they wish the leave to begin. This request, submitted initially to the department chair and dean, will contain a detailed statement of purposes for which leave is requested and will specifically address the following questions:
 - a. What are the educational goals the faculty member will attempt to achieve in terms of research and/or teaching? How will the sabbatical increase their contribution to the mission of the University?
 - b. Why does this project/activity require a reassignment of the faculty member's time to a sabbatical leave?
 - c. At the end of the sabbatical leave, will the project/activity be complete, or what portion of the project/activity will be complete?
 - d. How will the results of this project/activity be demonstrated?
 - e. Has the faculty member ever had a sabbatical previously, and if so, when was it and what were the results of the previous sabbatical?
2. A request for sabbatical leave must be approved by the department chair and dean. Deans must notify the faculty members requesting sabbaticals of the decisions by the last day in February.
3. If the request for sabbatical leave is approved, faculty members will be required to sign a statement to the effect that they agree to return to their position at the University for at least one academic year at the end of the leave period. If the faculty member does not choose to return for whatever reason, they will be liable to the University of South Carolina for the full amount paid them during the period of sabbatical leave. However, in the event of death or permanent disability due to ill health or accident while on sabbatical leave, the University will not exercise its right of repayment.
4. A faculty member returning from sabbatical leave shall submit a written report of their research or other scholarly or creative accomplishments to the chair of the department within three months of completing the leave. The department chair will forward this report, with their own written evaluation of whether or not adequate use was made of the time allotted to the dean. If the faculty member fails to submit a written report within the allotted time or if, after consultation with the department chair, the dean judges that the faculty member has made inadequate use of the sabbatical period, they may require the faculty member to refund all or part of the monies received from the University while on sabbatical leave.
5. No school, college or department may have more than ten percent of its faculty on sabbatical leave in any given major semester (fall or spring). In departments where there are less than ten eligible faculty members, only one department member may be on leave in any given major semester. Any deviation from this policy may be made only under the most exceptional circumstances. The dean will submit a report to the Office of the Provost including all information about awarded sabbaticals and confirmation that the college/school is within the ten percent limit.
6. If a faculty member is denied a sabbatical request, they may appeal the decision to the provost within seven working days of receipt of the denial letter.



UNIVERSITY OF SOUTH CAROLINA
Faculty Request for Sabbatical Leave

Name _____ Date _____

College _____ Department _____ Rank _____

Date of Appointment _____ Date of Last Sabbatical _____

Sabbatical Leave Request for period beginning _____, 20 and ending _____, 20

Title of the Proposed Sabbatical Project _____

Complete Description of Proposed Sabbatical Project
(attach extra sheets if necessary)



UNIVERSITY OF SOUTH CAROLINA
Faculty Request for Sabbatical Leave

Complete Description of Proposed Sabbatical Project (Page 2)

UNIVERSITY OF SOUTH CAROLINA
Faculty Request for Sabbatical Leave

1. I will return to my position at the University of South Carolina for at least one academic year at the end of my sabbatical leave period.
_____ (initials)
2. I will submit to the department chair or, if none, dean a detailed report of my accomplishments while on sabbatical leave within three months of completing the leave.
_____ (initials)
- I have read the statements on sabbatical leave from The Faculty Manual which are included with this request form. I understand the conditions and requirements stated and will meet and fulfill them if leave is granted. Additionally, I understand that I am responsible for disclosing any activities, commitments, and/or financial interests associated with this sabbatical not previously reported through the university's [Professional Activity and Financial Interest Reporting System \(AIR\)](#) in accordance with [ACAF 1.50: Outside Professional Activities for Faculty](#), [BTRU 1.18: Conflicts of Interest and Commitment](#), and [RSCH 1.06: Disclosure of Financial Interests and Management of Conflicts of Interest Related to Sponsored Project](#).
_____ (initials)

(Faculty Member Signature)

(Date)

Required Approvals for Sabbatical Leave Request

1. Department Chair

☐ Approve

☐ Deny

(Signature)

(Date)

Supporting Comments:

2. Dean

☐ Approve

☐ Deny

(Signature)

(Date)

Supporting Comments:



UNIVERSITY OF SOUTH CAROLINA
Faculty Request for Sabbatical Leave

Please complete this form upon return from sabbatical.

A faculty member returning from sabbatical leave shall submit a written report of their research or other scholarly or creative accomplishments to the department chair within three months of completing the leave. The department chair will forward this report, with their written evaluation of whether or not adequate use was made of the time allotted to the dean. If the faculty member fails to submit this written report within the allotted time or if, after consultation with the department chair, the dean judges that the faculty member had made inadequate use of the sabbatical period, the dean may require the faculty member to refund all or part of the monies received from the University while on sabbatical leave. At the beginning of the report, be sure to describe how this sabbatical improved your capability as a teacher and/or researcher and how it increased your future contribution to the mission of the University. Reports that do not adequately address these issues will be returned for revision.

Name _____ Department _____

Period of Leave _____ Date _____