

**Sabbaticals Standard Operating Procedures (SOP)  
Fall 2024 Timeline for Faculty Requesting Sabbatical Leave during AY 25-26**

**BACKGROUND**

The purpose of sabbatical leave is for faculty to conduct study and research which will enable them to increase their professional efficiency and usefulness to the University. This process map outlines protocol the College follows for faculty interested in sabbatical leave during AY 25-26. The process occurs only during Fall semester between August and December. The Fall Timeline covers key dates and deadlines for faculty who will take sabbatical during the following academic year. Critical dates for the University are published in an Office of Academic Affairs (OAA) memo titled *Review of Sabbatical Leave Requests, Senior Instructor Recommendations, and Promotion/Tenure Recommendations*, which is distributed via email to Deans, Directors, and Department Heads annually in July or August. The University’s key dates are necessary for the College to build its timeline. Dates regarding the sabbatical application system (**Elements**) are needed as well. Once OAA’s deadlines are published, the College will distribute an internal timeline with key dates for academic units to follow. The College’s internal timeline may vary from OAA’s deadlines to allow time for proper auditing at each review stage. This timeline will also be shared with Communications for posting on the CoS website. A listing of all relevant policies related to sabbaticals is located at the end of this process map.

**KEY UNIVERSITY DATES**

Action	Date
Sabbatical applications launch in Elements	September 2, 2024
Applications due to department heads in Elements	September 20, 2024
Applications due to Academic Affairs in Elements	October 4, 2024
Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	October 25, 2024
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	November 15, 2024
Final review by Provost	November 29, 2024
Faculty will be notified of approval or denial	December 6, 2024

**RESPONSIBLE PARTIES**

This academic policy matter is currently handled by OAA with the primary contact being Mallory Danzy. Each academic unit has an HR Contact and Chair who are involved in the process. Dean’s Office or college-level duties are handled by the Finance & Administration office. Rose Dedon, Senior Business Coordinator, will serve as liaison between HRM/OAA, with Maria Cazes, Assistant Dean of Finance & Administration, as back-up. Associate Deans (Robb Brumfield and Justin Ragains) are involved in the application reviews with final sign-off by Dean Cynthia Peterson.

During the sabbatical application process, faculty should consider their HR Contact as their primary point of contact. It is recommended that departments reach out to the college to ask questions before contacting OAA. The Dean’s Office will refer to internal college policy or university policy through OAA and relay back to the faculty with a copy to their HR Contact and Chair, if applicable. If there is a complex situation or question, the matter will be handled by Associate Dean Robb Brumfield and OAA.

**ELIGIBILITY**

Full-time academic employees at the rank of Instructor (or equivalent) or above, who have completed six (6) continuous years of service on the campus without having received leave with pay (previous sabbatical or subvention), may apply for sabbatical leave. See [PM-12](#) for additional information about sabbatical leave.

## **CRITERIA / RESTRICTIONS**

LSU's investment in sabbaticals requires a faculty member's commitment to growing their research during a semester in which their job description changes from being split between teaching, research, and service to one of solely research. Indications of that commitment should be clearly detailed in the proposal, and applications that do not meet these requirements will not be approved by the University. Before applying, faculty should consider the following:

- Must provide clarity on the topic of the project and intended outcome at the end of the sabbatical
- Must include justification that the project could not be accomplished without focused time away from teaching and research
- Requested leave must be related to applicant's research; learning new techniques is acceptable as long as it maps back to research
- If travel is necessary to complete the sabbatical and the outcome depends on a host institution, there must be a letter of invitation from any place the faculty member will be spending their time
- Proposals to write a book require evidence that significant work has already been done (i.e., chapters completed, book contract, heavily annotated outline of chapters, previous trips to libraries for research, etc.), and it should be plausible that it would be complete or substantially complete by the end of sabbatical
- Sabbaticals to write and submit grants are not approved because should the grant not be funded there would be no ROI to LSU's investment

## **FACULTY PAY, SALARY SAVINGS & TEACHING REPLACEMENT COSTS (TRC)**

Sabbatical leave can be requested for a full academic year, fall only or spring only. Full academic year sabbaticals result in the faculty member receiving half of their pay and the College retaining the other half of the faculty member's base pay which will appear in salary savings. For semester only sabbaticals, the faculty member receives full pay, and the College does not receive any salary savings. Please note that faculty members approved for sabbatical leave are ineligible to receive any applicable administrative stipend(s) while on leave. Faculty members receiving a stipend for administrative duties should disclose the need and/or plan for the handling of these duties while on sabbatical leave. The Chair and/or Dean should discuss and agree to the alternate arrangement. In the sabbatical application process, Chairs should indicate the amount of Teaching Replacement Costs (TRC), which equals the amount required to continue that applicant's teaching assignments for the semester(s) that faculty member would be on sabbatical. If a sabbatical application is approved, departments can assume the requested TRC amounts have also been approved unless told otherwise by the College. The approved TRC amount will be provided to the department via Yearend Commitments during the fiscal year in which the faculty member is on sabbatical. If sabbatical requests are canceled or changed, there will be a review of the TRC already approved. The Dean's Office will be responsible for addressing this with the departments.

## **ELECTRONIC SYSTEM USED FOR SABBATICAL APPLICATIONS: ELEMENTS**

The sabbatical application process is handled through a system called [Elements](#). Each year, the Dean's Office will review the list of users and their roles (HR Contacts, Chairs, F&A, Associate Deans, Dean) and report corrections to Mallory. Access is allowed by security roles in which faculty, HR contacts, Chairs, Associate Deans and the Dean review sabbatical applications in Elements. User accounts will be created to allow HR Contacts & Chairs to share the "Chair Review" step. At this step, HR Contacts will send an application back to a faculty member if there is missing information. To prevent bypassing the Chair's step, HR Contacts should **NOT** move applications forward but should instead notify the Chair that the application is ready for review. The Chair should complete their review, then move the application forward to the College. The expectation is that the packet should be fully completed and contain no errors by the time it reaches the College at which point the Associate Deans and Dean review the applications. Sabbatical Application Guides and other training resources for Faculty & Administrators can be found by clicking [Sabbatical Resources](#).

## **TIMELINE & PROCESS**

<b>Due Date</b>	<b>Action</b>	<b>Responsible Department</b>
Wednesday, August 21, 2024	Departments must submit names of faculty considering applying for Sabbatical Leave and anticipated semester(s) to Dean's Office	Department
Monday, August 26, 2024	List of faculty interested in applying for sabbatical leave during AY 25-26 due to OAA for eligibility check	College
Monday, September 2, 2024	Sabbatical application launches in Elements; OAA to e-mail instructions to all faculty applicants	OAA
Friday, September 13, 2024	Due date for faculty to submit their Sabbatical applications to Department Heads in Elements; HR Contacts will begin review of applications	Department
Wednesday, September 18, 2024	Due date for HR Contacts to complete audit of Sabbatical applications through Elements prior to Chair review	Department
Friday, September 20, 2024	Due date for Chairs to complete review of Sabbatical applications through Elements and forward submissions to Dean Review step	Department
Friday, October 4, 2024	Deadline for Dean to submit Sabbatical requests to OAA via LSU Elements	College
Thursday, October 17, 2024 - Friday, October 18, 2024	LSU Fall Break	University
Friday, October 25, 2024	Individual Sabbatical application reviews by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, November 15, 2024	Collective Sabbatical review by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, November 29, 2024	Final Campus Review by Provost for Sabbatical applications	OAA
Friday, December 6, 2024	Faculty will be notified of Sabbatical approval or denial by Academic Affairs	OAA
Monday, February 3, 2025 (TBD)	Sabbatical Agreements for approved AY 25-26 Sabbatical Leave due from faculty to OAA with a copy to HR Contact & Rose Dedon	Department

The College of Science's timeline for handling this annual project is detailed above. Departments are encouraged to customize this document to incorporate department-specific protocol and deadlines. Dates will vary each year since the college's timeline is determined by dates set in OAA memo and when initial communication is sent. Information regarding setting due dates is as follows:

1. The Dean's Office will aim to place the first deadline on the Important Dates starting in May of each year. The first deadline is set for the first day of classes of the Fall semester.
2. Departments must submit a list of interested applicants including name, title, and term (anticipated semester(s)) to the Dean's Office, and OAA must confirm each faculty member's eligibility. If an applicant changes their mind, OAA and F&A will communicate to ensure all records match. OAA will update Elements as needed and F&A will update its internal master document.
3. OAA will send eligible faculty the sabbatical application resources directly.
4. After eligibility is confirmed, the Dean's Office will inform the Chairs/HR Contacts and provide further instructions and resources.

### **COLLEGE OF SCIENCE WEBSITE UPDATE**

Information regarding this year's sabbatical process will be on the CoS website. Resources will include Timeline, Sabbaticals Checklist, Teaching Evaluation Table, and Elements instructions/website for faculty and Chairs. The CoS Sabbaticals Checklist includes questions a faculty should expect to answer during the application process, required attachments, as well as college-specific requirements/attachments. The Dean's Office will provide CoS Communications information for the website.

### **DEAN'S RANKINGS**

The Dean(s) will rank the applications based on their efficacy and the Chair's recommendation as part of the review process in Elements. Occasionally, a situation occurs (e.g., changes or cancellations) which may warrant rankings be redone by the Chair/Dean.

## **NOTIFICATION OF APPROVAL**

OAA will send each faculty a notification of approval email with a sabbatical agreement to sign. The agreement will also need to be signed by the Chair and Dean. Once OAA sends notification to all applicants, the College will provide each department's Chair and CCM the approved TRC commitment amount they can expect to receive during the following fiscal year.

## **SABBATICAL CHANGES AND CANCELLATIONS**

Faculty members may have situations warranting a change or cancellation in their sabbatical leave, which should be handled in Elements. When determining if a change is necessary, a faculty member's alternate plan must be reviewed. If the change is detailed in the alternate plan, then it is not considered a *change*, and nothing is necessary regarding approval.

If someone wants to change their sabbatical within the same sabbatical year, then the faculty member can submit a change request. However, to "move" a sabbatical into the next academic year, he/she will have to submit a request to *cancel* their leave during this academic year and then reapply during the application review cycle. The reapplication is necessary so that all sabbatical leave plans can be considered by the department and college. Per OAA (Dr. Jane Cassidy), when it crosses a fiscal year, OAA requires resubmission recognizing there is always a chance that a budgetary situation might occur that would prohibit the department/college from being able to manage without a particular faculty member. The request to cancel sabbatical should be sent to their Chair and route it through the Dean's Office (to Dean Peterson) then to OAA (Mallory Danzy). Typically, preference is given to individuals who cancelled an approved sabbatical and reapplied.

## **SUBMISSION OF FINAL SABBATICAL REPORTS**

All faculty returning from sabbatical leave must submit a final sabbatical report through Elements upon their return to campus. Faculty will be contacted by either OAA or the College (with a cc to their HR Contact/Chair) to complete this report. Faculty returning from a sabbatical should submit their final sabbatical report to their Chair by the first day of classes following their return. Chairs should review and submit reports to the Dean's Office. The Dean's Office will then review and forward the report to OAA.

### **Points of Contact in College of Science:**

<b>Dept</b>	<b>Chair/Director</b>	<b>HR Contact/Assistant to the Chair</b>
BIOL	Pat DiMario, Chair	Lori Bond / Elizabeth Hlucky
CHEM	John Pojman, Chair	Amy Commander / Attres Tagge
GEOL	Darrell Henry, Chair	Amy Randall / Charlotte Moore
MATH	Oliver Dasbach, Chair	Jolie Cornay
MNS*	Chris Austin, Director	Tammie Jackson
PHYS	Jeff Blackmon, Chair	Laurie Rea

\*Since the Museum is not an academic unit, MNS is not involved in any sabbatical matters.

### **Relevant Policies:**

- [PM 12](#)
- [PM 23](#)
- [PS 12](#)

## Frequently Asked Questions

1. Will users at the next step of the process receive an email notification that an application is at their step? Or will administrators have to remember to check Elements for updates on a daily basis?  
No. The Elements system does not send notifications, so the reviewers at each step (chairs, dean, etc.) will need to log in to see what applications are waiting for them to review.
2. Can the College provide necessary documents such as prior sabbatical reports or teaching evaluations?  
Departments (HR Contacts) should provide copies of sabbatical reports to faculty. All efforts should be made to find such reports internally before asking the College or OAA to locate sabbatical reports. If unable to locate, please contact the Dean's office or OAA well in advance of the application due dates to put in a request to pull these reports from the archives. Faculty should have access to their own teaching evaluation data via "Teach Eval" in myLSU (3 years of data). Departments have a staff member who can provide teaching evaluations and enter into the college's Excel spreadsheet on their behalf. Note that the College requires 5 years of data.
3. Do you know of any circumstances where LSU would pay for expenses (i.e., travel expenses, lodging, etc.) for faculty on approved sabbatical?  
We generally do not provide such expenses. We checked with BIOL and PHYS, and they both said that typically the faculty member uses funds from their professorship or grants, but the College/Department does not provide funding.
4. Is honorific base pay included in salary savings?  
No, the allowance is paid by BG, so the college does not retain salary savings on gifts.
5. Is a faculty member allowed to use sabbatical leave to write a book (not for travel or research)?  
Per OAA, yes but in the application, the Faculty Member should be able to provide evidence of drafts and substantial research. Approval will be up to the discretion of the College and OAA. Faculty members should be able to answer some (not necessarily all) of the following questions:
  - Have they already outlined the book?
  - Do they have a proposed table of contents?
  - Do they have other chapters they have already written?
  - Are they going to do revisions, write the narrative?
  - Do they know exactly what content they are writing?
  - Have they done the research?
  - What research are they going to do?

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