

Date: September 3, 2024  
To: All IFO Faculty  
From: Dr. Allen Bedford, Provost & VP for Academic Affairs

Subject: **2024-2025 TIMELINE FOR SABBATICAL LEAVES FOR AY 2025-2026**

The President may grant a sabbatical leave to an eligible faculty member who proposes to undertake a scholarly research project, additional study or other endeavor to enhance professional development, support department/unit goals, and/or meet the instructional, service, or research priorities of the University. **Please see Article 19 Section C of the IFO-MnSCU Agreement, 2023-2025, which is pasted below:**

1. Semester Leave Sabbaticals. Although it is anticipated that only a limited number of semester leave sabbaticals at full pay will be available, the University endeavors to provide support for leaves designed to contribute directly to the professional growth of the faculty as well as to expand the capacity of the department or unit. Please consult with your Dean/appropriate administrator should you have any questions concerning the intent or timetable for semester leaves.
2. Year-Long Sabbaticals. In an attempt to promote year-long studies, research, or continuing education efforts by faculty and staff, the University will provide eighty percent (80%) of the faculty's base salary and a portion of MSUAASF and management personnel's base salary in accordance with the current agreements.

**Section C: Sabbatical Leave.** *The purpose of a sabbatical leave is to enhance professional development, support department/unit goals, and/or meet the instructional, service, or research priorities of the university.*

**Subd. 1.** *The President/designee may grant a sabbatical leave to an eligible faculty member who proposes to undertake a scholarly research project, additional study, or other endeavor related to the purpose described above. At the beginning of each academic year, the President, after meeting and conferring with the Association, will establish a schedule for application, consideration and announcement of the sabbatical leaves.*

**Subd. 2. Eligibility.**

**a.** *Except as otherwise provided in this subdivision, in order to be eligible for sabbatical leave, a faculty member must have completed at least seven years of service at the university, or have at least six years of service since the conclusion of such faculty member's previous sabbatical leave.*

**b.** *The granting of sabbatical leave shall be contingent upon the President's determination that funds are available for this purpose and that staffing requirements of the university can be met. Where sabbatical leave is denied, reasons therefore shall be communicated to the faculty member in writing. However, the faculty member shall be granted an initial sabbatical, upon request:*

1. *after a year of service following an initial award of tenure; or*
2. *after completion of 10 years of service.*

*Subsequent sabbaticals shall be granted, upon request, after 10 years of service following the conclusion of the faculty member's last sabbatical leave.*

*c. Eligibility for sabbatical leave is subject to presentation of a satisfactory plan in accordance with Subd. 3 below.*

*d. Should more than 25% of the faculty on an FTE basis of any particular department or program be eligible for and request such a leave, the sabbatical(s) shall be granted in accordance with the following priorities:*

- 1. faculty who have not yet received a sabbatical; then*
- 2. faculty whose sabbatical was postponed by this provision; then*
- 3. faculty with the longest service since their last sabbatical.*

*After the three priorities are applied and there remains an unresolved conflict, the immediate supervisor shall determine which sabbatical plan shall be granted. In making this decision, the immediate supervisor shall consider the unique opportunities presented in the competing sabbatical plans that may be lost due to delay.*

*In such circumstances, the President/designee shall grant such leave to 25% of the faculty within the department or program on an FTE basis.*

*e. Leaves taken for reasons of professional improvement directly relating to the faculty member's university responsibilities shall be counted as time served towards eligibility for sabbatical leave up to a maximum of two years.*

**Subd. 3.** *The faculty member's proposal for sabbatical leave shall include a written plan consistent with the purpose outlined above and an indication of the term(s) that the faculty member intends to be on leave. Sabbatical plans are subject to approval by the President/designee. Except for those 10 year sabbaticals described in Subd. 2 above, the President's decision is not grievable. The plan must include a signed agreement to submit a written report of the results of the sabbatical to the faculty member's immediate supervisor upon conclusion of the sabbatical leave. The faculty member shall agree in writing to return to the university after the conclusion of the sabbatical and provide 12 credits of instruction or an equivalent amount of non-credit generating faculty work for each semester of leave taken. Upon return to the university after the conclusion of the sabbatical, the faculty member shall submit a written report of the results of the sabbatical to the faculty member's immediate supervisor. In the event the faculty member fails to follow the intent of the faculty member's plan or to return to the university to provide the aforementioned service after the conclusion of the sabbatical, the faculty member shall refund to the university salary paid, not including benefits, during that sabbatical period. The return service obligation shall be waived if i) the university retrenches or otherwise terminates the faculty member's employment at the conclusion of the sabbatical, or ii) if a documented medical condition precludes the faculty member from resuming work as a faculty member. The refund obligation shall be reduced proportionately by the amount of service provided by the faculty member following the sabbatical. Any separation payments due to the faculty member shall be reduced by the amount of any refund amount due and owing at the time of separation.*

**Subd. 4.** *Sabbatical leaves may be granted for one semester, at full base salary, or for a full academic year or nine-month appointment, as applicable at 80% of base salary. At the request of a faculty member, and with the written approval of the President/designee, a spring semester –*

*fall semester sabbatical may be granted at 80% of base salary. A faculty member on a spring semester – fall semester sabbatical is neither precluded from nor guaranteed work during the intervening summer session. For part-time faculty members, the amount of sabbatical pay shall be adjusted pro rata.*

**Subd. 5.** *Faculty members on sabbatical leave may accept scholarships, fellowships, grants, or employment during the sabbatical leave, provided such scholarships, fellowships, grants, or employment afford experience which serves the purpose of the sabbatical leave.*

**Subd. 6.** *A faculty member shall be eligible for continued group insurance benefits as provided by law during the course of the leave.*

**Subd. 7.** *In those cases where the Administration has denied sabbatical leaves for budgetary or staffing considerations, or where replacements for sabbaticals were not provided, the Administration shall provide a summary of such actions at a meet and confer.*

**Application for sabbaticals for faculty:**

1. Faculty members should submit their sabbatical application form to their department chair by **October 13, 2024.**
2. Department chairs are to forward the application and a statement of recommendation to their Dean/appropriate administrator by **November 9, 2024.**
3. Dean/appropriate administrator is to forward the application and recommendation and his/her recommendation to the appropriate Vice President by **November 21, 2024.**

Information on applying for a Faculty Improvement Grant in conjunction with sabbatical leave may be obtained from the Professional Improvement and Development Committee.

**Application for sabbaticals for administrative and service faculty and management personnel:**

1. Administrative and service faculty and management personnel should submit their sabbatical application form to their immediate supervisor by **November 9, 2024.**
2. Supervisors are to forward the sabbatical and application and a statement of recommendation to the appropriate Vice President by **November 21, 2024.**

All applications submitted will be reviewed and evaluated by the appropriate Vice President and submitted to the President by **December 1, 2024.** Applicants will be notified by the President of the approval/denial of their request by **December 12, 2024.**

Individuals granted sabbatical are expected to notify the President **in writing** of their acceptance/rejection of the sabbatical by **January 12, 2025.**