



**College/School:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Unid:** \_\_\_\_\_

**Year of initial appointment to tenure-track at University of Utah:** \_\_\_\_\_

**Current Rank:** \_\_\_\_\_ **Year Tenured:** \_\_\_\_\_

**Date of last sabbatical leave at University of Utah (if applicable):** \_\_\_\_\_

**Other leaves of absence in the past six years (e.g., faculty fellowships, unpaid leave):**

**Session(s) or semester(s) requested for sabbatical:** \_\_\_\_\_

**Please provide a short description of your plans for the leave:**

**In one or more pages, please provide a detailed description of the general purpose, specific objectives, and scholarly/research/creative activities of the leave, including planned location and expected benefit to the faculty member and the University.**

**OTHER REQUIREMENTS:**

1. University policy limits the total salary a faculty member may earn while on sabbatical. This limit refers to salary paid on any W-2 form, not to consulting income. The Federal Office of Management and Budget Circular A-21 allows for a maximum of 100% of annualized base salary from any source of funds at the University. (i.e., funds 1001, 2XXX, 5000, 6XXX). “Annualized” salary is the amount employees who are on 9-month contracts would earn at

their current pay rate if they worked a full 12 months rather than just 9 months. Salary from sources not associated with the University is subject to University Policy 6-314, which allows for up to 110% of annualized base salary from a combination of university funds and funds not associated with the University. The Academic Sabbatical Compensation Summary (ASCS) forms implement this policy.

- a. At the time of application for the sabbatical, complete the first ASCS form and submit it with this application and supporting documentation for your sabbatical proposal. Keep a copy for yourself.
  - b. By May 15<sup>th</sup> prior to the beginning of the academic year in which your sabbatical occurs, turn in to your department chair and to the Associate Vice President for Faculty the second ASCS form. This information is necessary to set up your pay properly for the coming fiscal year. Again, keep a copy for yourself.
2. Within three months of the end of your sabbatical leave, you must turn in to your dean and The Associate Vice President for Faculty a report of your sabbatical activities.
  3. If you are a Principal Investigator (PI) on a grant or contract and you are away from the University for more than 90 days during your sabbatical, you must contact your funding agency and appoint a substitute PI. If you have questions about this policy, contact Brent Brown, Director, Office of Sponsored Projects.

I understand and agree to comply with the requirements above.

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*Faculty member's signature*

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*Date*