MEMORANDUM

TO: College of Medicine Full-Time Unrepresented Faculty

FROM: Alex B. Lentsch, Ph.D. Senior Associate Dean for Faculty Affairs and Development

DATE: August 23, 2021

RE: DIRECTIONS and DEADLINES for SUBMISSION of REQUESTS for SABBATICAL/ACADEMIC LEAVE for UNREPRESENTED COLLEGE of MEDICINE FULL-TIME FACULTY

Enclosed for your information are the directions for submission for application for Sabbatical/Academic Leave.

After seven years of full-time service, all full-time, non-affiliated faculty in the College of Medicine are eligible for academic leave. This includes faculty in the tenure, field service, research, educator and clinical tracks at the full professor, associate professor and assistant professor levels.

Unrepresented, full-time faculty who are considering applying for leave should arrange a meeting with the Department Chair to discuss their plans. All applications must be submitted to Department Chair by October 31 of the year preceding the academic year in which the leave is intended to begin.

Please do not hesitate to contact the Office of Faculty Affairs at 558-0175 should you have any questions.

ABL:ad/Sabbatical2021/Unrepresented.doc
Attachments

cc: Andrew T. Filak, Jr., M.D.
College of Medicine Department Chairs
College of Medicine Faculty Leave Committee Members
Department Business Administrators
Office of Faculty Affairs and Development
Abbreviated Directions for Application
For Sabbatical/Academic Leave

The following is a condensed version, not to be considered all-inclusive, of what the Sabbatical Leave Committee looks for in an application for academic leave.

I. Eligibility (Attachment I) Please complete entire form

II. Proposed Activity – Relationship to teaching and professional development of the applicant.

III. Assurance by the Department that all essential and required courses normally taught by the applicant can, and will, be covered by colleagues.

IV. Assurance that the proposed leave will involve no additional expenditure to the University. Sources of salary during leave must be clearly stated.
   1. If by Federal or other grant, written approval from the granting agency must be enclosed.
   2. General funds and restricted or endowment funds can be used.
   3. Prior approval on all such funding must be enclosed in writing.
   4. Hospital funds cannot be used.
   5. Dean’s discretionary fund cannot be used.

V. The Departmental Advisory Committee on Sabbatical Leave’s review of the application and recommendations to the Chairman must be included.

VI. Department Chairman’s letter of recommendation must be included.

VII. A clear, concise summary of what will be done during the academic leave must be included. Also, there must be a written statement from the institution and/or individual with whom the applicant is to work that a project has been discussed, is compatible with the institution, and that the applicant is expected at said institution.

VIII. The above materials must be submitted prior to or on the dates specified. Extensions are not allowed, except under extraordinary circumstances.
1. Name of applicant

2. Department of

3. Dates and rank of full-time academic appointment within the University of Cincinnati (list only primary appointment)
   From: _______ To: _______ From: _______ To: _______
   From: _______ To: _______ From: _______ To: _______
   From: _______ To: _______ From: _______ To: _______
   From: _______ To: _______ From: _______ To: _______

4. Length of leave requested and amount requested (check one)
   a. ___ 8 months at full salary
   b. ___ Any combination of one month leaves (consecutive or otherwise) to total 8 months.
   c. ___ 4 consecutive quarters at 2/3 salary
   d. ___ 2 consecutive quarters at full salary
   e. ___ A leave of six months at full salary: 2 leaves – 3 months each
       3 leaves – 2 months each
       4 leaves – 1.5 months each
       6 leaves – 1 month each

5. Are departmental funds available to provide salary during leave of absence?
   _____ Yes _____ No

6. Will the department need to hire additional help during the leave of absence?
   _____ Yes _____ No

If yes, please explain how much and how the department plans to finance.
College of Medicine
Time Schedule for Submission of Requests
For Sabbatical and/or Academic Leave

**July/August**
Faculty must be reminded by the Office of Faculty Affairs of the deadline for Submission of requests for sabbatical and academic leave. These requests must be submitted to the Department Chairman by October 31 of the year preceding the academic year in which the leave is intended to begin.

**By September 30**
Faculty should discuss proposed leave requests with the Department Chair. Appropriate forms and instructions are given to applicants.

**October 31**
Requests must be in the Office of the Chairman of the Department.

**November 6**
Department Chairman will forward all requests to the Office of Faculty Affairs. The application **must** include the following materials:

a. The individual's up-to-date curriculum vitae.

b. The individual's request for leave (Attachment I). This request for sabbatical/academic leave includes data concerning the date and rank of full time academic appointment within the University, the length of the requested leave, as well as funding sources for the proposed leave of absence. Attached to this statement should be material concerning the financial arrangements during the faculty’s absence. If grant sources are to be utilized there must be a written release from the granting agency to confirm that these funds may be so used.

c. Department’s Leave Committee recommendation. If the Department does not have a Leave Committee, a statement from the Promotion and Tenure Committee may be substituted.

d. Department Chairman’s recommendation (include dates of proposed leave, salary/benefit specifications during leave, and resources needed for coverage (if applicable)).

e. Detailed description of the applicant’s academic goals/activities during the leave. This should also include a statement from the institution and/or individual with whom the applicant is to work confirming these arrangements.
November 13  The Office of Faculty Affairs will forward a copy of the request to the Chief Financial Officer of the College of Medicine for review and approval.

November 20  The Office of Faculty Affairs forwards all properly documented requests for leave to the Chairman of the College Sabbatical Leave Committee. All requests will indicate that financial requests have been reviewed and have been approved by the Department Chairman and the C.F.O.

November 23 to December 4  The College of Medicine Sabbatical Leave Committee shall review each request on the basis of scholarly content, its likely benefit to the professional development of the individual, the Department, the College and the University. Following their review, the Committee will submit its recommendations to the Dean.

December 4  The Dean shall review all requests and the recommendations of the College Sabbatical Leave Committee.

December 15  The faculty member will be notified of the Dean’s final recommendation.