

SABBATICAL LEAVE

School of Education
University of Pittsburgh
Revised September 2019

Sabbatical leaves are available to tenured members of the faculty who submit convincing evidence of conducting scholarly or other appropriate endeavors on released time which will advance their own professional standing and, upon their return to the University, enrich their teaching and research. Eligibility is limited to tenured associate professors or professors with at least 12 terms of full-time service. Part-time service, such as summer teaching which is not part of the basic contractual responsibility, is not counted in determining eligibility. Leaves of absence do not count as credit toward sabbatical eligibility. Periods of time that a tenured faculty member might work on a reduced effort basis will be prorated.

Sabbatical leaves may be approved for either a full appointment year at one-half salary, or one-half the appointment year at full salary. Individuals who are granted sabbatical leaves at full salary should not accept teaching assignments at other institutions, although exceptions may be made in the case of international universities. At the conclusion of the sabbatical leave, individuals are expected to return to the University for at least one full appointment year.

Because the granting of a sabbatical leave depends on the availability of funds and the ability of a department to maintain teaching and advising schedules, and because many faculty members may be interested and eligible for sabbaticals, sabbatical leaves must be approved by the Department, Dean's Office, and Provost's Office. The schedule for these considerations is as follows:

- October 15 Faculty wishing to be considered for sabbatical should submit, to their Department Chair, their CV and a description of the proposed sabbatical activities and how these will advance their professional standing, research, and teaching. This rationale should include a statement of the approach chosen, the theoretical background on which the effort is based, the expected outcomes of the endeavors, and the significance of the work.
- November 15 The Chair should submit the sabbatical proposal, the CV, and a transmittal letter to the Dean's Office. The transmittal letter should include a specific statement of whether the chair supports the sabbatical request, and should also describe how the faculty member's workload will be assumed by other faculty during the individual's absence. Included in this plan should be the names of the faculty responsible for course offerings and the provisions being made for advising, guidance of thesis/dissertation committees, committee work, administrative functions and supervising duties of the faculty member.
- December 1 Applications approved by the Dean are transmitted to the Provost's Office.

University policies and procedures regarding sabbatical are here:

https://www.provost.pitt.edu/faculty-handbook/ch2_emp_sabbatical

<https://www.cfo.pitt.edu/policies/policy/02/02-05-01.html>

<https://www.cfo.pitt.edu/policies/procedure/02/02-05-01.html>