
 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Academic Personnel Policies Manual</b>	Policy Number	AP-13
		Effective Date	12-Aug-2018
	<u>Subject</u> Sabbatical Leave	Most Recent Review Date	15-Apr-2018
	<i>Responsible Office:</i> DVC for Academic Affairs	Due Date for Next Review	01-Sep-2021
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## 13. Sabbatical Leave

### Overview

Defines sabbatical leave and details eligibility and due process.

### Scope



Applies to full-time faculty members at UAE University who have completed, at least, 5 years of service at the University since their initial appointment or after returning from a sabbatical leave.

### Objective

The UAEU seeks to advance the academic skills, expertise and experience of all eligible faculty members so that they make effective contributions to the research mission of the University. The UAEU recognizes that periodic opportunities to relinquish obligations to teaching and service may be required to secure such advances. The Sabbatical Leave Policy identifies the mechanisms that enable eligible faculty members to achieve such professional development.

### Policy



The UAEU will operate mechanisms through which eligible faculty may, periodically and for a limited term, relinquish obligations to teaching and service and be absent from the University in order to pursue an approved program of scholarly activities and to establish further external relationships with academic, research or government institutions.

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## Procedures of Policy No. (13) - Sabbatical Leave

### 1. Guidelines

- a) Faculty members must have served a minimum of five years since their initial appointment or return from previous sabbatical leave. Any leave taken without pay does not contribute to the calculation of the length of service needed for eligibility.
- b) Sabbatical leaves are normally granted to faculty members to conduct research at international well-known universities/institutions and develop the research skills of the faculty.
- c) The normal term of a sabbatical leave is one semester or one academic year.
- d) An official request must be submitted to grant a sabbatical leave and should be approved based on the signatory authority. Sabbatical leave is not an entitlement and is not automatically granted.
- e) Sabbatical leaves might be granted with full, part, or no salary and benefits.
- f) No more than one faculty member per Department will be granted sabbatical leave at the same time. In exceptional circumstances, and only when it is demonstrated that having more than one faculty member on sabbatical leave will not prevent the Department from fulfilling its obligations, a maximum of two faculty members from the same Department may be granted a sabbatical leave at the same time.
- g) Sabbatical leaves are to be awarded regardless of the size of the department, as long as the workload in the department permits. If the faculty member's normal workload cannot be absorbed within the department, the College in which he/she teaches will provide a temporary replacement.
- h) Sabbatical leave will be granted according to the following principles:
  - (i) Balance of sabbatical leave granted across Departments within the same College over time.
  - (ii) Priority is given to faculty members who have not previously been granted a sabbatical leave, or those who have taken academic leadership responsibilities.
  - (iii) Priority between two equally qualified faculty members is given to the individual with the longest service record since the date of initial employment as a faculty member at the University.
- i) The Dean retains the right to ask the faculty member to reschedule a proposed or approved sabbatical leave.
- j) Faculty members may extend their sabbatical leave to compensate for periods of proven illness, after approval by the Signatory Authority.

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- k) The Signatory Authority may grant extensions of the normal term; however, extensions may result in loss of salary and/or benefits at a level determined by the Signatory Authority.
- l) When a faculty member accepts a sabbatical leave, he/she automatically commits to return for a minimum of one academic year of service to the UAEU. Should the faculty member not return, or should he/she resigns from UAEU within this academic year, he/she will reimburse the UAEU in an amount equal to the pro-rata sum of salary and benefits that would have accrued to the faculty member in that year.
- m) Faculty members on sabbatical leaves are not permitted to engage in paid or unpaid employment, including consultation, elsewhere unless such arrangement has received prior approval of the Provost. This does not preclude acceptance of scholarships, fellowships, or grants for the purpose of research and study for which no other services are performed for the funder, or Fulbright lectureships when teaching is combined with research.
- n) Faculty members at the College of Medicine and Health Sciences may be granted a sabbatical leave for a maximum of two years, immediately after they get their degree.



## 2. Scholarly Activity and Proposals

- a) Planned scholarly activity to support a request for sabbatical leave must further:
- The development of the faculty's academic career.
  - The fulfillment of the College's mission.
- b) Proposals will be judged according to:
- Evidence that the sabbatical leave is required to complete the proposed activities.
  - Significant research activities of the concerned faculty member.
  - Clear work plan, objectives and outcomes of the proposal.
  - Reputation of the hosting institution.
  - The practicality of the proposed plan (e.g. time, costs.), and relevance of the proposal to the development of both the individual faculty member and his/her College.
  - Evidence that the applicant is qualified to undertake the proposed activities.
  - Expected publications in reputable journals.
  - Successful fulfillment of previous programs or scholarly activities, and obligations due (including reporting), from previous sabbatical leaves.

## 3. Timeline for Sabbatical Leave Application Process

Table (13.1) Timeline for Applications for Sabbatical Leaves

Action	Sabbatical Starting in the Fall Semester	Sabbatical Starting in the Spring Semester
Application to Department Chair	no later than February 28 <sup>th</sup>	no later than September 30 <sup>th</sup>
Department Chair's recommendation to Dean	no later than March 15 <sup>th</sup>	no later than October 15 <sup>th</sup>
Dean's recommendation	no later than March 31 <sup>st</sup>	no later than October 31 <sup>st</sup>
Approval by Signatory Authority	no later than April 15 <sup>th</sup>	no later than November 15 <sup>th</sup>
Notice of final approval	no later than April 30 <sup>th</sup>	no later than November 30 <sup>th</sup>
Sabbatical leave report	No later than one month after returning from the leave	

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#### 4. Applications for Sabbatical Leave



- a) Applications are submitted to the Department Chair who, in consultation with the Department Council, will make recommendations to the Dean.
- b) The Department Chair will include explanation of how the impact of the faculty's absence will be managed.
- c) The Dean makes recommendations to the Signatory Authority for review and possible approvals.
- d) Applications should include:
  - (i) A detailed research proposal including problem statement, importance of the proposed study, objectives of the study, work plan, time schedule including start and end date of the proposed activities, budget required, if any, in addition to the stipulated salary, statement of the intended scholarly outcomes and journal publications, and benefits to the individual and the College.
  - (ii) Letters of support or acceptance from external/hosting institutions.
  - (iii) Achievement reports of previous sabbatical leaves.
  - (iv) Updated curriculum vitae.

#### 5. Reports on Sabbatical Leave Accomplishments

- a) The faculty member must submit a written report of achievements accomplished on sabbatical leave in view of the planned activities, no later than one month after returning from the leave.
- b) Reports are submitted to the Dean with copies to the Provost and Department Chair.
- c) The report must set forth:
  - (i) accomplishments during the sabbatical leave;
  - (ii) description of the extent to which proposed activities were concluded;
  - (iii) outcomes and international journal publications.
- d) The faculty member must disseminate scholarly outcomes to the UAEU academic community in a format of an oral presentation to be arranged by the college.
- e) Approval of new applications for sabbatical leaves should be based on the achievement of the objectives of, and international journal publications resulted from, previous sabbatical leaves, and the submitted achievements reports.

#### 6. Compensation

Sabbatical leave might be approved, with full, part or no support/benefits. The ultimate level of compensation encompasses:

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- a) Full salary for a maximum duration of one academic year and all other benefits are maintained.
- b) One economy class two-way air ticket.
- c) Within the initial proposal, a faculty may apply for additional expenses:
  - (i) One enrolment in an academic conference or training program.
  - (ii) Compensation against fees required for affiliation with internationally renowned institutions, and fees required for use of labs, libraries, etc.
- d) Faculty members may secure outside funding through grants or scholarships that may be used to extend a paid sabbatical beyond two semesters.

## 7. Appeals

- a) Where an application is declined, the faculty member may appeal to the level immediately higher, i.e.:
  - (i) Dean in cases where Department Chair declines the application;
  - (ii) Provost in cases where the Dean declines the application;
  - (iii) Vice Chancellor or his/her designate where the Provost declines the applications.
- b) Appeals must be made in writing within two weeks of formal notification that the application had been declined.
- c) The Dean communicates the final decision to the applicant within one month of the submission of the appeal.