

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-08
		Effective Date	01-Sep-2014
	Subject Sabbatical Leave	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Academic Affairs	Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (8) - Sabbatical Leave

1. Guidelines

- a) Faculty members must be UAE nationals, be of Assistant, Associate or Full Professor rank and have served a minimum of four years since initial appointment or return from previous sabbatical leave. Any leave taken without pay does not contribute to this calculation of service needed for eligibility.
- b) Sabbatical leaves are normally granted to national Faculty members to establish relations with, and conduct research at, international well-known universities/institutions to develop the research skills of the faculty and enhance the University image. In exceptional cases and based on the nature of the research, the Provost may approve internal sabbatical leaves.
- c) The normal term of a sabbatical leave is one or two semesters.
- 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) Normally no more than one faculty member per Department will be granted sabbatical leave in the same semester.
- f) More than one faculty member may be granted sabbatical leave, at the same time, in exceptional circumstances but only when it is demonstrated that having more than one faculty member on sabbatical leave will not prevent the Department fulfilling its obligations.
- g) Sabbaticals 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, a temporary replacement will be provided by the College in which he/she teaches.
- h) Sabbatical leave will be granted according to the following principles:
 - (i) Balance of sabbatical leave granted across Departments over time.
 - (ii) Priority is given to faculty members who have not previously been granted a sabbatical leave.
 - (iii) Priority between two equally qualified faculty is given to the individual with the longest service record since the date of initial employment as a faculty member at the UAEU.
- i) The Dean retains the right to ask the faculty member to reschedule 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.
- k) The faculty member is entitled to full pay during the normal term of sabbatical leave.
- l) Extensions of the normal term may be granted by the Signatory Authority; however, extensions may result in loss of salary and/or benefits at a level determined by the Signatory Authority.
- m) 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.

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- n) 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.

2. Programs of Scholarly Activity

- a) Planned scholarly activity to support a request for sabbatical leave must further:
- (i) The development of the faculty's academic career.
 - (ii) The fulfillment of the College's mission.
- b) Proposals will be judged according to:
- (i) Evidence that the sabbatical leave is required in order to complete the proposed activities.
 - (ii) Reputation of the hosting institution.
 - (iii) The practicality of the proposed plan (e.g. time, costs.)
 - (iv) The relevance of the proposed plan to the development of both the individual faculty member and his/her College.
 - (v) Evidence that the applicant is qualified to undertake the proposed activities.
 - (vi) Successful fulfillment of previous programs or scholarly activities, and obligations due (including reporting), from previous sabbatical leaves.

3. Timeline for Sabbatical Leave Application Process

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

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 who will give notice of any approvals.
- d) Applications should include:
 - (i) Start and end dates of the proposed activities.

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- (ii) A detailed plan of work.
- (iii) Budget required, if any, in addition to normal salary.
- (iv) Statement of the intended scholarly outcomes of the work and benefits to the individual and the College.
- (v) Letters of support or acceptance from external/hosting institutions.
- (vi) Achievement reports of previous sabbatical leaves.
- (vii) Current 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 three months 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 realized.
- d) The faculty member must disseminate scholarly outcomes to the UAEU academic community in a format and at a time appropriate to the nature of the outcomes and notify the Department Chair.
- e) The approval of the new applications for sabbatical leaves should be based on the achievement of the objectives of previous sabbatical leaves and the submitted achievements reports.

6. Compensation

- a) Sabbatical leave provides full salary for a maximum of two semesters.
- b) Faculty members may secure outside funding through grants or scholarships that may be used to extend a paid sabbatical beyond two semesters.
- c) Within the initial proposal, a faculty member may apply for additional expenses:
 - (i) One enrolment in an academic conference or training program.
 - (ii) Fees required for affiliation with internationally renowned institutions.
 - (iii) Fees required for use of labs, libraries, etc.
 - (iv) One economy class two-way air ticket.
 - (v) Additional financial allowance of no more than one month's salary.

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.
- 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.