

THE UNIVERSITY OF LOUISIANA AT LAFAYETTE

GUIDELINES FOR SABBATICALS

Sabbatical leave may be granted to a faculty member to pursue independent study and research or for renewal. A faculty member is eligible to apply for one semester of sabbatical leave following three or more consecutive years of service. A sabbatical leave taken during the summer session shall be considered a semester for leave purposes. A faculty member is eligible to apply for two semesters of sabbatical following six or more consecutive years of service.

Compensation for the leave period is usually at the rate of seventy-five percent of the salary the individual would normally receive during the period of time the sabbatical leave is granted. Individuals shall contribute to the retirement system on the basis of their annual salary rate during the sabbatical leave period. In those cases where the employee receives outside compensation during the period of time for which sabbatical leave is granted, such payment must be approved in writing, in advance, by the employee's normal administrative chain-of-command and the President as supportive of the purposes of the leave. A faculty member on sabbatical leave may receive additional compensation for research from the University. The additional compensation by a person on sabbatical leave is justified only if the activity for which such income is accepted is consistent with the purposes of research, scholarly writing, and study for which sabbatical leaves are granted. The combined sabbatical leave pay and additional salary for such research must not exceed the recipients' regular salary.

CRITERIA:

1. If applying for one semester of sabbatical, the faculty member must have been employed at the University for 3 or more consecutive years. If applying for two semesters of sabbatical, he or she must have been employed 6 or more consecutive years.
2. If a faculty member previously received a sabbatical, 3 years must elapse before applying for another sabbatical.
3. There is no limitation as to rank or tenure.
4. Sabbatical leave shall be granted only with prior Board approval.

PROCEDURES:

1. Credentials submitted with the candidates' proposals should include:
 - a. A completed ["Request for Leave of Absence and Sabbatical Agreement"](#)
 - b. A supporting letter from the department head
 - c. A proposal explaining how this leave, if granted, will be spent
 - d. A vita of recent activities
2. The Dean shall submit in priority order the applications for sabbatical leave to the Office of the Provost and Vice President for Academic Affairs.
3. The Provost/Vice President for Academic Affairs will then make recommendations for the awards to the President.
4. Timetable for selecting Sabbatical Awards

Please refer to the University of Louisiana at Lafayette Administrative Calendar for dates for submitting sabbatical applications. https://louisiana.edu/administrative_calendar

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