Attachment 1
Proposed Changes to University Handbook, Section E
Approved by Faculty Affairs on October 3, 2017 with edits

Sabbatical Leave

E1 ~~Eligibility, leave lengths, terms.~~ Sabbatical leaves shall be approved by the chief executive officer of each institution in accordance with Kansas Board of Regents policy. Sabbatical leave may be granted under the ~~following conditions:~~conditions provided in this policy.

E2 Eligibility, leave length, terms. In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the recommendation of the provost and approval of the president of the institution, be granted a sabbatical leave. Sabbatical leaves are granted for purposes such as pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience. Faculty members may accept limited lecturing or teaching responsibilities at another institution during a sabbatical leave, provided such activities are related to the purpose of the sabbatical leave. A faculty member will not be approved to take sabbatical leave in order to accept full-time employment with another institution or organization. Leave will not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

- for nine-months faculty members, up to half pay for an academic year, or up to full pay for one semester.
- for 12-months faculty members, up to half pay for a full year (11 months), or up to full pay for a half year (five months).

During sabbatical leave, a faculty member is relieved of all academic duties and responsibilities, including teaching or any other service such as serving on a university committee. The university may not require a faculty member to perform work or otherwise direct a faculty member's work during sabbatical leave. Faculty members should make suitable arrangements for the supervision of graduate students while on leave, which may include incidental meetings or communications between faculty members and graduate students.

E3 ~~Provided:~~Funding. Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the university in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. The university will not pay for or reimburse a faculty member for sabbatical leave expenses, including travel and subsistence, from state-allocated funds. However, a faculty member may utilize Development Reserve Accounts (DRA) or Foundation funds which are dedicated to the faculty member's professional development, and are encouraged to pursue ~~Foundation and~~ other extramural funds for sabbatical leave expenses. Grant funds already allocated for travel or sponsored research overhead (SRO) funds may also be used for travel reimbursement. A faculty member's incidental use of university resources, such as computers, equipment, and office space, may be permitted during a sabbatical leave.

E4 ~~Provided further:~~Total number of approved sabbaticals. ~~That t~~The number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of instructor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted.

E5 ~~And provided further:~~Agreement to return. Faculty must agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year (9 or 12 months depending on term of employment) immediately following the expiration of the sabbatical leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full one year of school service (9 or 12 months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of the one year they fail to serve.

E6 Deadline for application. Faculty members applying for a sabbatical leave must make formal application to their department administrator no later than November 1 of the year preceding ~~that for~~ the fiscal year during which leave is ~~requested~~to be taken. Applications must be submitted to the Office of the Provost by December 15. Exceptions to this deadline may be considered depending on the circumstances. To inquire about exceptions to these application deadlines, contact the office of the appropriate dean. Leaves will be considered on the basis of comparative merit, with the preference given to sabbatical leave requests for a full year at one-half pay.

E7 Repayment of sabbatical pay. Human Capital Services will notify the department administrator, dean, provost, and the Assistant Vice President - Financial Services in writing concerning faculty members who are leaving Kansas State University prior to completion of their one-year period of obligation. Human Capital Services will determine the duration of service performed after return from sabbatical leave, (summer school teaching is not credited toward completion of the 9-month, one-academic-year service requirement), calculate the amount to be repaid by the faculty member based on a standard formula, and notify the Assistant Vice President - Financial Services. The faculty member and the Assistant Vice President - Financial Services will establish a mutually agreed-upon repayment schedule whereupon payments will be remitted to the department the faculty member was employed by, who will track the repayment obligation and remit payments for deposit to the Kansas State University cashier. (See PPM, Chapter 4860)

E8 Contact. Faculty members seeking approval or who are approved for sabbatical leave should contact Human Capital Services to determine the appropriate health insurance plan coverage while on sabbatical leave.