

# Sabbatical Change Process Guide

Per the process guide and policy, sabbatical changes must be approved by unit chair/director and college dean.

1. The faculty should send their request to change their sabbatical with justification to their chair/director (they should specify what semester or year they want to change sabbatical to).
  2. Please have your chair/director submit a formal request regarding the faculty's sabbatical to your unit's divisional dean (and copy Megan, Jill and your unit's director of fiscal & business operations so we know to move it along) with their approval.
    - a. Divisional dean will want to know whether arrangements have been made for their presence, teaching, service, etc. to the new non-leave semester or year (this especially matters when the new non-leave semester is this next semester when we have less time to plan for).
    - b. Decisions should be made **prior to July 1**. If faculty select A12 payroll and the sabbatical is effective that fall semester or the entire academic year, this will have an impact on their salary and the unit may have to address an overpay situation if the change is not submitted in a timely manner and prior to July 1. Faculty will have to pay back part of their salary they already received if an overpay situation occurs.
    - c. Decisions should be made **prior to December 1** for changes to a spring semester sabbatical.
  3. If divisional dean approves, Megan will modify the sabbatical notification letter and return to the unit admin. to forward to faculty member (Megan updates the provost's office).
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If faculty change their sabbatical, when does the clock start for next sabbatical?

Per ACD 705 ( <https://www.asu.edu/aad/manuals/acd/acd705.html>):

## Further Service and Subsequent Sabbatical Leaves

Following the completion of a sabbatical leave, six years of further service shall be required before an individual will become eligible to apply for a second sabbatical leave. Leaves of absence without pay for periods ordinarily not exceeding one year can be counted as periods of service towards the sabbatical leave, if the leave is for purposes related to scholarship as agreed to at the time that the leave is approved.

In other words, if faculty members take a sabbatical at a later date, that will also push back the clock on the next sabbatical.