



MEMORANDUM

To: Tenured Faculty

From: Kenneth G. Furton, Ph.D., Provost and Executive Vice President

Date: September 13, 2016

Re: Call for Sabbatical Applications

The Office of the Provost is pleased to announce the sabbatical application and review procedure for the **2017-2018** academic year.

Full-time tenured faculty employees with at least six years of full-time service at FIU and who will be in unit at the time the proposed sabbatical is to be taken are eligible for a one semester, full pay; two semesters, two-thirds pay; or two semesters, half pay sabbatical. Faculty are not normally eligible for a second sabbatical until six years of continuous service have been completed following a previous sabbatical. The six years are measured from the end of the first sabbatical to the beginning of the second sabbatical. According to BOT-UFF policy, "sabbaticals are not granted as a reward for service," but must demonstrate the faculty member's increased value to the university.

Competitive Sabbaticals

Sabbaticals for one semester at full pay are highly competitive. Fifteen (15) one-semester, full pay sabbaticals will be awarded for the 2017-2018 academic year. There will also be 15 sabbaticals for two semesters at two-thirds pay available on a competitive basis to tenured faculty. This sabbatical leave is contingent upon a determination by your school or college Dean that the unit can accommodate your absence in the requested semester.

Non-Competitive Sabbaticals

Sabbaticals for two semesters at half pay will be made available to eligible faculty whose applications are deemed to be complete and demonstrate increased value to the university according to the FIU Sabbatical Policy and Procedures.

Report of Sabbatical Activities

Faculty performance while on sabbatical leave will be included in the annual review process. A report on activities pursued while on sabbatical is required upon completion of the leave.

Submission and Review Process

All aspects of the sabbatical leave application submission, review, and award notification will be conducted online, via SharePoint. In order to upload your documents please access the Online Sabbatical Portal at <http://sabbatical.fiu.edu>. Paper applications and supporting materials will not be accepted. Please contact Priscilla Johnson at johnsonp@fiu.edu if you have any questions about the upload process.

Please note that the FIU Sabbatical Policy and Procedures statement and instructions for accessing the online system are available online [here](#). The Online Sabbatical Portal will accept applications until **midnight on October 22, 2016**. The Sabbatical Committee will be unable to consider applications submitted after the deadline. All applicants will be notified by January 31, 2017.