

# Sabbatical Leave Application Guidebook

**A Step-by-Step Guide for  
MSU Denver Faculty**

## Introduction

The Provost grants sabbaticals to benefit the individual professor, the department, the University, and the students. A sabbatical leave provides recipients an extended period to engage deeply in activities that develop and enhance their expertise, thereby supporting academic excellence.

The [Faculty Employment Handbook](#) (Chapter VII.A, “Sabbatical Leave”) contains the policy on sabbatical leaves including eligibility requirements, procedures for applications, procedures for review of applications, the general institutional priorities for the granting of sabbatical leave, and the criteria used in evaluating the proposals. These guidelines provide a format for preparation of a sabbatical application.

## Sabbatical Leave Application Format

All sabbatical leave materials must be submitted through [Watermark FS](#). Specific guidelines for using Watermark FS to prepare and submit a sabbatical leave application can be found on the Faculty Affairs [Watermark resources page](#) as well as in the [Office of Faculty Affairs Canvas modules](#).

To access the Sabbatical Leave screen in Watermark FS, follow these steps:

- 1. Log on to Watermark FS**
- On the Manage Activities page, click on **Administrative Data-Sabbatical Leave** under General Information.

The “Edit Sabbatical Leave” screen contains several sections:

- Purpose of Sabbatical Leave:** In this section, enter the date of your last sabbatical leave (if applicable), the semester(s) of the requested sabbatical leave, and a summary of the purpose of the proposed leave.
- Sabbatical Leave Plan:** In this section, upload your sabbatical leave plan. This is a document that you will write separately using a word processing program such as Microsoft Word. More details on the components of the Sabbatical Leave Plan are outlined below.
- Conditions of Employment upon Return:** In this section, you will indicate the semester and year that you intend to return to your regular duties at MSU Denver. This statement is a required part of the sabbatical application. If you fail to include this component in your application materials, your sabbatical application may be denied. Note: A similar statement on this agreement is included in Watermark.
- Budget Form:** You may request additional financial support from MSU Denver beyond the funding of your leave to assist in the optimal completion of your sabbatical.
  - Such request does not commit the University to provide this funding if the sabbatical is approved.
  - You should also indicate additional support you have obtained or may obtain from outside sources.

- c. You may request funds for additional personnel required to complete your project, including student assistants.
  - d. You may also request funds for travel, equipment, and supplies and materials. Provide an explanation in the “Description” box of the “Budget Form” section.
  - e. All sabbatical budget funds need to be spent within 30 calendar days of the end of the sabbatical.
  - f. A template for the “Budget Form” can be found in the Appendix.
5. **Sabbatical Leave Application:** The Sabbatical Leave Application is a report run in Watermark FS and will include information already submitted, as described above. The application will also include your Curriculum Vitae (CV) generated from Watermark FS.
- a. To run the Sabbatical Leave Application report, click on “Reports” on the Navigation Bar at the top of your main Watermark FS page. Scroll down to find “Sabbatical Leave Application”. Click on the “Run Report” button.
  - b. Once the application is generated, save it, and upload the saved application in Section V of the Sabbatical Leave screen.
  - c. An example of the structure of the Sabbatical Leave Application is provided in the Appendix.
6. **For Reviewers-Recommendation for Sabbatical Leave:** Reviewers will use this section to submit their evaluations of your application and plan. Your materials will be reviewed by the following:
- a. Department Chair
  - b. College/School Dean
  - c. Faculty Senate Professional Leave Committee
  - d. Provost

The review of applications will focus on:

- a. Required information and application documents
- b. Academic significance of proposed goals
- c. Feasibility of the proposed timeline
- d. Availability of resources necessary to complete the proposed activities such as library materials, technology, science labs, and other project requirements
- e. The probability the applicant will complete the proposed activities (not necessarily the overall project) within the projected timeline as evidenced by the applicant’s previous accomplishments as demonstrated in the Curriculum Vitae.

Based on the evaluations from these levels, the Provost will make the final decision regarding your application.

7. **Post-Sabbatical Report:** Within 30 calendar days after the completion of your sabbatical leave, you will write a “Post-Sabbatical Report”. Final budget reconciliation should also be included in this report. Please see the [Faculty Employment Handbook](#) (Chapter VII.A.8-9), for information on the “Post-Sabbatical Report” and the “Sabbatical Evaluation” process.

## Sabbatical Leave Plan

The sabbatical leave plan should detail the plans for the leave period. This plan makes up the major portion of the application. It provides an extended narrative of proposed activities during your sabbatical. Include a description of any preparatory work conducted or to be conducted. This should include the nature and scope of activities, objectives, location of activities, timeline, and the people, external institutions, and/or organizations involved.

These topics are addressed in the following format:

1. **Objectives and Evaluation:** In this section, applicants provide additional information regarding:
  - a. Objectives and timelines for accomplishments before, during or after the sabbatical, as appropriate.
  - b. How objectives will be evaluated, e.g., article published by a proposed time.
2. **Benefits,** as applicable: Just as no list of examples of noteworthy projects can suffice, so too the benefits that accrue from a sabbatical are too many to project. However, it can aid in reflection about your project to state what you think will be the benefits to yourself as a teacher and scholar and to MSU Denver and our students derived from the granting of the sabbatical. It may be useful to address separately potential contributions:
  - a. To the applicant
  - b. To MSU Denver students
  - c. To MSU Denver colleagues and your profession
3. **Statement of Sharing and Collaboration:** Following an explanation of the benefits of the sabbatical, state as appropriate how the results of the sabbatical might be communicated to and shared with the MSU Denver community, such as reporting out, participation in workshops, sharing of reports or publications, or other possible methods of sharing or collaboration.
4. **Documentation:** In this section you will need to provide documentation regarding:
  - a. **Arrangements:** You should provide evidence that you have made, or are in the process of making, arrangements for institutional, academic, or research endeavors; travel and logistical considerations; budgetary support, i.e., grants, scholarships, outside employment, and/or other needed support.
  - b. **Letters of Support:** If possible, the applicant should include letters from those with whom you may collaborate during the sabbatical leave. For example, if you propose a leave during which you will conduct research in the lab of a colleague at a different institution, you should include documentation verifying that the colleague and institution agree to your proposed work.

## Compensation During Sabbatical Leave

Based on funds and FTE allocated each year, faculty will be paid their salary, or a portion of their salary, during their sabbatical leave:

- A **one-semester sabbatical** will receive full base salary during the sabbatical leave time period;
- A **full-year sabbatical** will receive one-half annual base salary during the sabbatical leave time.

## Appendix

### Sabbatical Leave Application Template

#### Section I: Purpose of Sabbatical Leave

Semester(s) of Sabbatical Leave Requested Now:

Purpose of Requested Sabbatical Leave:

#### Section II: Sabbatical Leave Plan

Sabbatical Leave Plan:

#### Section III: Conditions of Employment Upon Return

By submitting this form, I agree to the following conditions upon my return in \_\_\_\_\_. I hereby formally request a sabbatical leave for the period indicated in Section I above. My sabbatical leave plan is attached. I have read the Trustees' and University's sabbatical leave policies and agree to comply therewith, including, if my sabbatical is approved, submission of a final sabbatical report to the president and Trustees upon completion of my sabbatical leave. I acknowledge that failure to achieve the goals specified in my sabbatical leave plan will disqualify me from eligibility for subsequent sabbaticals. Further, I expressly understand and agree that I must: (a) reimburse the University and Trustees for all salary, benefits and other compensation received from them while I was on sabbatical leave if I knowingly accept a sabbatical that was not authorized by University and Trustee policies and section 23-5-123 of the Colorado Revised Statutes; and (b) reimburse the University and Trustees for all salary benefits and other compensation received from the University or Trustees if I fail to return to the University for a full year's employment upon completion of my sabbatical leave.

#### Section IV: Budget Form

You may request additional financial support from MSU Denver beyond the funding of your leave to assist in the optimal completion of your sabbatical. Additional funding will be considered pending the budget. Such request does not commit the University to provide this funding if the sabbatical is proved. Also, indicate additional support you have obtained or may obtain. Please remember that all funds received as additional sabbatical support must be spent within 30 calendar days of the end of the sabbatical.

<b>Request for Additional Financial Support</b>	
Funding to Support:	
Explanation of "Other":	
MSU Denver Support Requested:	\$0.00
Other Support:	\$0.00
Description	
<b>Total Additional Funding Requested from MSU Denver</b>	
Calculated Total:	
Total Entered by Faculty Member:	