

Date: April 27, 2020
To: Deans, Department Heads, and Directors
From: Office of the Provost
Re: Sabbatical Modifications due to Covid-19

Requesting a Modification

Faculty may request to modify their sabbatical plans for fall 2020 or spring 2021 as a result of the Covid-19 pandemic. Modifications require approval by department head, regional director (if applicable), dean, provost, and Board of Trustees through the standard approval workflow (Job Aid: [Modifying or Canceling a Sabbatical](#)).

There are two types of modification reasons: 1) faculty member request, or 2) administrative postponement. If an approved sabbatical leave is administratively postponed, the faculty member will be eligible for his/her next sabbatical in the period it would have fallen if there had been no such postponement.

Administrative postponements may be considered on a case by case basis depending on the degree of impact Covid-19 has on the faculty member's research or scholarship plans. Department heads and deans may consider an administrative postponement for a faculty member if the nature of their research or scholarship proposal is fundamentally impacted by Covid-19. For example, if a faculty member's sabbatical goals are not attainable in the original timeframe due to travel restrictions, or, if the faculty member's plan requires access to a laboratory or library that is not open due to Covid-19. If, however, the faculty member's modification request is for a reason that does not directly impact his or her ability to conduct research or scholarship, an administrative postponement is not appropriate. A faculty member can still request to have their sabbatical postponed, just not as an administrative postponement, which requires explicit justification and must be supported by the department head and dean prior to seeking Provost approval.

FAQ

1. If a faculty member has already been approved for multiple administrative postponements, could he/she be approved for another?

Yes, subject to the guidance outlined above and approval by all parties.

2. If a faculty member was on full pay, one semester sabbatical in spring 2020, can he/she modify this sabbatical?

No, faculty cannot request to modify a sabbatical that occurred in spring 2020.

3. If a faculty member was on an academic year sabbatical in 2019-2020, can he/she modify this sabbatical?

No, faculty cannot request to modify a sabbatical that occurred in academic year 2019-2020.

4. If a faculty member is in the middle of a calendar year sabbatical, can he/she modify the second half of the sabbatical (fall 2020) to a later date?

Modification of calendar year sabbaticals will be addressed on a case-by-case basis. Questions about individual circumstances should be directed through department head and dean to the Vice Provost for Academic Affairs.