

Sabbatical Leave Final Report

A. Final Report: On or before the end of the first semester following the Sabbatical Leave, recipients shall prepare a final report detailing the Sabbatical Leave activities and submit three (3) copies as follows:

- One copy to the college/unit Sabbatical Review Committee via the department head for evaluation
- One copy to the University Sabbatical Review Committee
- And one copy to the FSU Library for the official FSU file

The college/unit Sabbatical Review Committee and the department head will review and evaluate the final report and forward the report with evaluation to the Dean. The Dean will review and forward the report to the President via the VPAA. One copy of the report, with all attached evaluations and comments (as well as any submitted rebuttal) shall be retained in the recipient's personnel file. This report will contain the following elements:

- a. A cover page
- b. A detailed description of Sabbatical Leave
- c. A list of publications (submissions) and/or papers presented (scheduled) as a result of leave activities
- d. A list of graduate courses and/or seminars attended
- e. Plans for future work in the area of leave activity
- f. Impact of the leave on the applicant's professional responsibilities

The written report, with all evaluative comments, shall be available to all evaluating and/or decision-making personnel for purposes of subsequent Sabbatical Leaves, promotions, and/or merit determinations.

B. Commitment to Return and Termination: Before a Sabbatical Leave is granted, the recipient must execute a written agreement that in the event (s)he fails to return to employment at FSU at the expiration of such leave and render services for a period of at least one (1) year thereafter in the same capacity as when the leave started, the member will reimburse FSU for all sums paid by FSU while on leave. The sums paid by FSU may be withheld by the University from sums owed to the recipient, if any.

Termination: A Sabbatical Leave may be terminated before its expiration date upon mutual agreement between the recipient and FSU.

C. Compensation and Benefits: Compensation will be at full regular salary for leaves of one semester and two-thirds (2/3) of regular salary for leaves longer than one (1) semester and shall be paid according to University payroll procedures.

Sabbatical Leave is full-time service for the purposes of computing length of service, salary, promotions, assignments, sick leave, insurance, retirement, and

other benefits accruing to full-time service for which they would normally be eligible were they not on approved leave.

D. Deviation from Approved Plan: In the event that any of the proposed/approved sabbatical leave activities change, the member shall immediately notify in writing the Provost/Vice President for Academic Affairs describing the proposed changes to the Sabbatical Leave plan. The Provost/VPAA will determine the appropriateness of these revisions and approve or disapprove the modifications to the plan. If disapproved and no other alternative modification to the original plan can be identified, and approved by the Provost/VPAA the leave shall be cancelled effective the date of that decision. The decision of the Provost/VPAA is final, binding, and not subject to arbitration.