

2020-2021 SABBATICAL AND DIFFERENCE IN PAY LEAVE COVID-19 DEFERRAL and AMENDMENT REQUEST PROCESS

Due to the COVID-19 pandemic and the uncertainty it has generated for some faculty awarded sabbatical and Difference in Pay leaves in the 20/21 Academic Year, the following plan provides guidance for faculty interested in requesting a deferral or an amendment to their original leave plan based on COVID-19 reasons. It is important to note that all 20/21 sabbatical and Difference In Pay (DIP) awards remain valid and, unless a faculty member selects an option provided below or otherwise withdraws their application, faculty are expected to take their leave and fulfill the conditions of their leave as indicated in their original application.

Process for handling faculty COVID-19 requests to defer their 20/21 Sabbatical or DIP:

1. Faculty who seek to defer their fall 2020 or Academic Year 20/21 sabbatical or DIP must submit a [Request for Change in Leave form](#) to their Chairs no later than Friday, May 15, 2020.
2. Faculty who seek to defer their spring 2021 Sabbatical or DIP must submit a [Request for Change in leave form](#) to their Chairs no later than Friday, September 4, 2020.
3. Faculty who are requesting a deferral must provide an explanation on how their leave objectives and its benefits to the University (CBA 27.1) will be compromised due to COVID-19 or otherwise explain how COVID-19 conditions justify the deferral request.
4. The Chair shall review the COVID-19 justification and provide a statement, with their recommendation to approve or deny the deferral request, as to the possible effect on the curriculum and the operation of the department should the faculty member's request be granted per CBA 27.6.
 - The Chairs' recommendations on fall 20 and AY 20/21 sabbatical/DIP deferral requests are due to their Dean by Wednesday, May 20, 2020.
 - The Chairs' recommendations on spring 21 sabbatical/DIP deferral requests are due to their Dean by Friday, September 11, 2020.
5. In the interest of timely processing, the College Leaves Committee Review and Recommendation will be waived for COVID-19 deferral requests.
6. The Dean shall make a recommendation to the Provost considering the COVID-19 justification, considering the CBA 27.6 and 27.7 implications of the deferral request including other campus program needs and campus budget per CBA 27.7.
 - The Deans' recommendations on fall 20 and AY 20/21 sabbatical/DIP deferral requests are due to the Provost by Monday, May 25, 2020.
 - The Deans' recommendations on spring 21 sabbaticals/DIP deferral requests are due to the Provost by Friday, September 18, 2020.

7. The Provost shall make the decision to grant or deny the deferral request, providing reasons for her approval or denial per CBA 27.8.
 - The Provost's decisions on fall 20 and AY 20/21 sabbatical/DIP deferral requests are due to the faculty no later than Friday, May 29, 2020.
 - The Provost's decisions on spring 21 sabbatical/DIP deferral requests are due to the faculty no later than Friday, September 25, 2020.
8. If the deferral request is approved, the faculty member's sabbatical or DIP is "granted" effective in the semester or AY for which their deferral was approved and upon receipt of a promissory note per CBA 27.8 and 27.9. Any 20/21 semester sabbatical deferrals granted under this provision shall be counted *in addition* to the 12% minimum provided in CBA 27.10.b The AY in which the deferred sabbatical or DIP is taken is the year upon which eligibility for a subsequent sabbatical or DIP leave is calculated per CBA 27.2.
9. If the deferral request is denied, the faculty member has the right to take their sabbatical/DIP as originally granted. In the alternative, the faculty member may withdraw from their sabbatical or DIP and resubmit their Leave Application in fall 2020 or in a subsequent AY, to be processed as a new application.
 - Faculty who decide to withdraw from a fall 2020 or AY 20/21 sabbatical/DIP must notify their Chair and Dean no later than Friday, June 5, 2020.
 - Faculty who decide to withdraw from a spring 21 sabbatical/DIP must notify their Chair and Dean no later than Friday, October 2, 2020.
10. All 20/21 sabbatical and DIP awards, including the deferral awards, will be contingent on budget availability given the COVID-19 related budget uncertainties.
11. Possible budget changes may impact meeting the 12% minimum target for semester-long sabbatical awards in the near future.

Faculty not seeking a deferral but who may need to amend their existing sabbatical or DIP plan due to COVID-19 restrictions, follow the process below:

Faculty who choose not to seek a deferral but recognize that their original sabbatical or DIP plan is limited because of Covid19 restrictions, may submit to their Dean an amendment to their original application that provides adjustments such that their research and project goals may still be attained. Faculty amendment requests should be submitted as soon as possible from the date they become aware of potential COVID-19 restrictions. The Dean shall review the amendment and collaborate with the faculty member to ensure the adjustments outlined in the amendment will allow the goals of the leave to be met.

May 4, 2020