

### **Sabbatical Program Protocols**

Updated September 15, 2014

- Faculty are responsible for tracking their own sabbatical schedules and preparing for submission of sabbatical plans. The Office of the Provost will post timetable reminders for all faculty on Marquette's News Briefs annually in September and October. The Dean or designated representative will be responsible for tracking all unit faculty sabbaticals and apprising the Assistant Provost for Division Operations of any concerns/changes.
- Typically, only one advancement or postponement of sabbatical year per round will be granted. Deans are to submit requests to the Office of the Provost for approval using the Status Change Form on the Office of the Provost's sabbatical website. Missed sabbaticals may be forfeited.
- Individual units cannot make separate arrangements for faculty sabbaticals. The Office of the Provost must approve any deviation from a scheduled sabbatical.
- Faculty members with chair responsibilities may take their scheduled sabbatical during the chair term. If not, the sabbatical class will be reset upon return to faculty status if the sabbatical is taken more than two years past the scheduled sabbatical year.
- Faculty members assuming full-time administrator roles will normally not be eligible for a sabbatical until they return to faculty rank where the first sabbatical taken will be reset as the new sabbatical class.
- Sabbaticals out of sync with scheduled sabbaticals will be reviewed for resolution by the Office of the Provost on a case-by-case basis.
- Sabbatical plans, fellowships, and reports must be approved by the unit dean or designated representative. Any discrepancy must be worked out within the unit prior to submission to the Office of the Provost. All submissions will be collected and reviewed by the unit dean or designated representative. If approved, the unit dean or designated representative will send submissions electronically with endorsement of approval to the Office of the Provost ([lori.montezon@marquette.edu](mailto:lori.montezon@marquette.edu)) by the October deadlines. Once the Sabbatical Review Committee and the Provost review the submissions, a memorandum will be sent to the unit dean or designated representative with the results. The unit dean or representative is responsible for informing the individual faculty members of the results.