

Enhanced Sabbatical Compensation Policy

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[krs/consultation with Dean's Advisory Council/review by Academic Council]

This policy clarifies how the A&S Dean's office approaches **enhanced sabbaticals** for approved faculty members, and simplifies the additional compensation or "topping-off" guidelines. The level of funding available in the A & S budget for enhanced sabbaticals and **topping-off** is not changed by this policy. These policies are based on past practice.

Faculty members who have been approved for a sabbatical by the Board of Trustees are eligible for one semester of paid sabbatical leave or two semesters at half pay.

Faculty members who have been approved for sabbatical may apply for additional compensation for a two-semester leave if they are also applying for an external fellowship or award. There are three possibilities for additional compensation, two refer to competitive enhanced sabbaticals, with or without external fellowships or awards, and the third refers to topping-off of two-semester sabbaticals with external fellowships or awards.

Funds allocated as part of external awards for housing or travel or research expenses will not be included in the Dean's calculation of additional compensation. Summer research stipends or other supplemental compensation, such as department chair stipends, will not be considered as part of the faculty member's base salary when determining topping off or enhanced sabbatical compensation.

The Dean will award additional sabbatical compensation to selected faculty members as set out below:

Enhanced Sabbatical

A faculty member whose two-semester sabbatical has been approved by the Board of Trustees may compete internally for an enhanced sabbatical, if he or she has also applied for or will apply for an external fellowship or award to support the sabbatical research project. The internal competition is based on the faculty member's proposal, the grant application, and previous scholarly achievements. Additional external reviews are not required for the internal competition. Only one to three enhanced sabbaticals can be awarded in any year.

Process

To apply for an enhanced sabbatical, the faculty member must submit the following documents to the dean: 1) the proposal for the two-semester sabbatical; 2) the complete proposal for the external fellowship or award; and 3) a curriculum vitae, with annotations of scholarly activity and achievement in the previous six years. Applications for enhanced sabbaticals are due no later than the first Monday in

December. The Associate Deans will read applications with the Dean in order to select one to three faculty members for enhanced sabbaticals each year.

1. If a faculty member is selected for an enhanced sabbatical **but** does not receive the proposed external fellowship or award, the Dean's office will pay the faculty member 80% of her or his annual base salary for two semesters plus fringe.

Example #1: Enhanced sabbatical recipient without external fellowship/award

UR annual base salary = \$75,000

Enhanced sabbatical recipient: Yes

External stipend award = \$0

80% UR base salary (80% x 75,000) = \$60,000

Total:

80% UR base salary (\$60,000)+ external stipend award (none received) = \$60,000

2. If the faculty member is selected for an enhanced sabbatical **and** wins the proposed external fellowship or award, the Dean will ensure that the faculty member receives salary for the year no less than 80% of the annual base salary for that year plus fringe. In most cases, a faculty member cannot receive salary compensation from internal and external sources in excess of 100% of the annual base salary for the year plus fringe. In rare cases, the Dean may approve compensation of combined external and internal funding for a faculty member that exceeds 100% of annual base salary. In such rare cases, the Dean's contribution will never exceed more than 80% of the annual base salary.

Example #2: Enhanced sabbatical recipient with external fellowship/award and no less than 80% base salary

UR annual base salary = \$75,000

Enhanced sabbatical recipient: Yes

External stipend award = \$15,000

80% UR base salary = \$60,000

Total:

UR enhanced sabbatical salary (\$60,000) + external stipend award (\$15,000) = \$75,000

Topping3 Off Awards

3. If a faculty member does not apply for or receive an enhanced sabbatical, yet subsequently wins an external fellowship or award, the Dean **may** approve additional compensation up to 20% of the annual base salary plus fringe. This is called a topping3 off award. In calculating the "topping off" amount, the Dean's office will count compensation from the fellowship or award first, with the stipulation that

the faculty member's salary from external and internal sources will not exceed 100% of the faculty member's annual base salary.

Example #3: Topping off without enhanced sabbatical but with external fellowship/award

UR annual base salary = \$75,000

Enhanced sabbatical recipient: No

External stipend award: \$10,000

UR topping off compensation = \$15,000 (complies with up to 20% of base salary rule) ($20\% \times 75,000 = \$15,000$)

UR salary compensation: \$37,500 (= two semesters at half pay) + 15,000 (topping off) = \$52,500

Total UR "topped off" base salary (\$52,500) + external stipend award (\$10,000) = \$62,500