

Sabbaticals Standard Operating Procedures (SOP)

Fall 2025 Timeline for Faculty Requesting Sabbatical Leave during AY 26-27

BACKGROUND

The purpose of sabbatical leave is for faculty to conduct study and research which will enable them to increase their professional efficiency and usefulness to the University. This process map outlines protocol the College follows for faculty interested in sabbatical leave during AY 26-27. The process occurs only during Fall semester between August and December. The Fall Timeline covers key dates and deadlines for faculty who will take sabbatical during the following academic year. Critical dates for the University are published in an Office of Academic Affairs (OAA) memo titled *Review of Sabbatical Leave Requests, Senior Instructor Recommendations, and Promotion/Tenure Recommendations*, which is distributed via email to Deans, Directors, and Department Heads annually in July or August. The University's key dates are necessary for the College to build its timeline. Dates regarding the sabbatical application system (**Elements**) are needed as well. The College's process timeline provides key dates and deadlines for academic units to follow. It is also shared with Communications for posting on the CoS website. A listing of all relevant policies related to sabbaticals are located at the end of this process map.

KEY UNIVERSITY DATES

Action	Date
Sabbatical applications launch in Elements	September 1, 2025
Applications due to department heads in Elements	September 19, 2025
Applications due to Academic Affairs in Elements	October 3, 2025
Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	October 24, 2025
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	November 14, 2025
Final review by Provost	December 1, 2025
Faculty will be notified of approval or denial	December 5, 2025

RESPONSIBLE PARTIES

This academic policy matter is currently handled by OAA with the primary contact being Mallory Danzy. Each academic unit has an HR Contact and Chair who are involved in the process. Dean's Office or college-level duties are handled by the Finance & Administration office. Rose Dedon, Senior Business Coordinator, will serve as liaison between the college/departments and OAA. Associate Dean Justin Ragains and Interim Associate Dean Morgan Kelly are involved in the application reviews with final sign-off by Interim Dean Robb Brumfield.

During the sabbatical application process, faculty should consider their HR Contact as their primary point of contact. It is recommended that departments reach out to the college to ask questions before contacting OAA. The Dean's Office will refer to internal college policy or university policy through OAA and relay back to the faculty with a copy to their HR Contact and Chair, if applicable. If there is a complex situation or question, the matter will be handled by Interim Dean Robb Brumfield and OAA.

ELIGIBILITY

Full-time academic employees at the rank of Instructor (or equivalent) or above, who have completed six (6) years of service at LSU without having received leave with pay (previous sabbatical or subvention), may apply for sabbatical leave. See [PM-12](#) for additional information about sabbatical leave.

CRITERIA / RESTRICTIONS

LSU's investment in sabbaticals requires a faculty member's commitment to growing their research during a semester in which their job description changes from being split between teaching, research, and service to one of solely research. Indications of that commitment should be clearly detailed in the proposal, and applications that do not meet these requirements will not be approved by the University. Before submitting an application, faculty should consider the following:

- Must provide clarity on the topic of the project and intended outcome at the end of the sabbatical
- Must include justification that the project could not be accomplished without focused time away from teaching and research
- Requested leave must be related to applicant's research; learning new techniques is acceptable as long as it maps back to research
- If travel is necessary to complete the sabbatical and the outcome depends on a host institution, there must be a letter of invitation from any place the faculty member will be spending their time
- Proposals to write a book require evidence that significant work has already been done (i.e., chapters completed, book contract, heavily annotated outline of chapters, previous trips to libraries for research, etc.), and it should be plausible that it would be complete or substantially complete by the end of sabbatical
- Sabbaticals to write and submit grants are not approved because should the grant not be funded there would be no ROI to LSU's investment

FACULTY PAY, SALARY SAVINGS & TEACHING REPLACEMENT COSTS (TRC)

Sabbatical leave can be requested for a full academic year, fall only or spring only. Full academic year sabbaticals result in the faculty member receiving half of their pay and the College retaining the other half of the faculty member's base pay which will appear in salary savings. For semester only sabbaticals, the faculty member receives full pay, and the College does not receive any salary savings. Please note that faculty members approved for sabbatical leave are ineligible to receive any applicable administrative stipend(s) while on leave. In the sabbatical application process, Chairs should indicate the amount of Teaching Replacement Costs (TRC), which equals the amount required to continue that applicant's teaching assignments for the semester(s) that faculty member would be on sabbatical. If a sabbatical application is approved, departments can assume the requested TRC amounts have also been approved unless told otherwise by the College. The approved TRC amount will be provided to the department via Yearend Commitments during the fiscal year in which the faculty member is on sabbatical. If sabbatical requests are canceled or changed, there will be a review of the TRC already approved. The Dean's Office will be responsible for addressing this with the departments.

ELECTRONIC SYSTEM USED FOR SABBATICAL APPLICATIONS: ELEMENTS

The sabbatical application process is handled through a system called [Elements](#). Each year, the Dean's Office will review the list of users and their roles (HR Contacts, Chairs, F&A, Associate Deans, Dean) and report corrections with Mallory. Access is allowed by security roles in which faculty, HR contacts, Chairs, Associate Deans and the Dean review sabbatical applications in Elements. User accounts will be created to allow HR Contacts & Chairs to share the "Chair Review" step. At this step, HR Contacts will send an application back to a faculty member if there is missing information. To prevent bypassing the Chair's step, HR Contacts should **NOT** move applications forward but should instead notify the Chair that the application is ready for review. The Chair should complete their review, then move the application forward to the College. The expectation is that the packet should be fully completed and contain no errors by the time it reaches the College at which point the Associate Deans and Dean review the applications. Sabbatical Application Guides and other training resources for Faculty & Administrators can be found by clicking [Sabbatical Resources](#).

TIMELINE & PROCESS

Due Date	Action	Responsible Department
Friday, August 22, 2025	Names of applicants interested in AY 2026-2027 Sabbatical Leave due to Dean's Office (Rose Dedon)	Department
Monday, September 1, 2025	Sabbatical application launches in Elements; OAA will e-mail instructions to all faculty applicants	OAA
Friday, September 12, 2025	Due date for faculty to submit their Sabbatical applications to Department Heads in Elements; HR Contacts will begin review of applications	Department
Tuesday, September 16, 2025	Due date for HR Contacts to complete audit of Sabbatical applications through Elements prior to Chair review	Department
Monday, September 22, 2025	Due date for Chairs to complete review of Sabbatical applications through Elements and forward submissions to Dean Review step	Department
Friday, October 3, 2025	Deadline for Dean to submit Sabbatical requests to OAA via LSU Elements	College
Friday, October 24, 2025	Individual Sabbatical application reviews by Provost, Vice Provosts, and Vice President for ORED	OAA
Friday, November 14, 2025	Collective Sabbatical review by Provost, Vice Provosts, and Vice President for ORED	OAA
Monday, December 1, 2025	Final Campus Review by Provost for Sabbatical applications	OAA
Friday, December 5, 2025	Faculty will be notified of Sabbatical approval or denial by Academic Affairs	OAA
Friday, January 30, 2026 (TBD)	Sabbatical Agreements for approved AY 26-27 Sabbatical Leave due from faculty to OAA with a copy to HR Contact & Rose Dedon	Department

The College of Science's timeline for handling this annual project is detailed above. Departments are encouraged to customize this document to incorporate department-specific protocol and deadlines. Dates will vary each year since the college's timeline is determined by dates set in OAA memo and when initial communication is sent. Information regarding setting due dates is as follows:

1. The Dean's Office will aim to place the first deadline on the Important Dates upon receipt of the OAA memo.
2. Departments must submit a list of interested applicants including name, title, and term (anticipated semester(s)) to the Dean's Office, and OAA must confirm each faculty member's eligibility. If an applicant changes their mind, OAA and F&A will communicate to ensure all records match. OAA will update Elements as needed and F&A will update its internal master document.
3. OAA will send eligible faculty the sabbatical application resources directly.
4. After eligibility is confirmed, the Dean's Office will inform the Chairs/HR Contacts and provide further instructions and resources.

COLLEGE OF SCIENCE WEBSITE UPDATE

Information regarding this year's sabbatical process will be on the CoS website. Resources will include Timeline, Sabbaticals Checklist, Teaching Evaluation Table, and Elements instructions/website for faculty and Chairs. The CoS Sabbaticals Checklist includes questions a faculty should expect to answer during the application process, required attachments, as well as college-specific requirements/attachments. Dean's Office will provide CoS Communications information for its website.

DEAN'S RANKINGS

The Dean(s) will rank the applications based on their efficacy and the Chair's recommendation as part of the review process in Elements. Occasionally, a situation occurs (e.g., changes or cancellations) which may warrant rankings be redone by the Chair/Dean.

NOTIFICATION OF APPROVAL

OAA will send each faculty a notification of approval email with a sabbatical agreement to sign. The agreement will also need to be signed by the Chair and Dean. Once OAA sends notification to all applicants, the College will provide each department's Chair and CCM the approved TRC commitment amount they can expect to receive during the following fiscal year.

SABBATICAL CHANGES AND CANCELLATIONS

Faculty members may have situations warranting a change or cancellation in their sabbatical leave, which should be handled in Elements. When determining if a change is necessary, a faculty member's alternate plan must be reviewed. If the change is detailed in the alternate plan, then it is not considered a *change*, and nothing is necessary regarding approval.

If someone wants to change their sabbatical within the same sabbatical year, then the faculty member can submit a change request. However, to "move" a sabbatical into the next academic year, he/she will have to submit a request to *cancel* their leave during this academic year and then reapply during the application review cycle. The reapplication is necessary so that all sabbatical leave plans can be considered by the department and college. Per OAA (Dr. Jane Cassidy), when it crosses a fiscal year, OAA requires resubmission recognizing there is always a chance that a budgetary situation might occur that would prohibit the department/college from being able to manage without a particular faculty member. The request to cancel sabbatical should be sent to their Chair and route it through the Dean's Office (to Dean) then to OAA (Mallory Danzy). Typically, preference is given to individuals who cancelled an approved sabbatical and reapplied.

SUBMISSION OF FINAL SABBATICAL REPORTS

All faculty returning from sabbatical leave must submit a final sabbatical report through Elements upon their return to campus. Faculty will be contacted by either OAA or the College (with a cc to their HR Contact/Chair) to complete this report. Faculty returning from a sabbatical should submit their final sabbatical report to their Chair by the first day of classes following their return. Chairs should review and submit reports to the Dean's Office. The Dean's Office will then review and forward the report to OAA.

Points of Contact in College of Science:

Dept	Chair/Director	HR Contact/Asst to Chair or Supv
BIOL	Pat DiMario, Chair	Lori Bond/Elizabeth Hlucky
CHEM	John Pojman, Chair	Amy Commander/Ashley Thibodeaux
GEOL	Darrell Henry, Chair	Charlotte Moore
MATH	Shea Vela-Vick, Chair	Jolie Cornay
MNS*	Prosanta Chakrabarty, Director	Tammie Jackson
PHYS	Jeff Blackmon, Chair	Laurie Rea

*Since the Museum is not an academic unit, MNS is not involved in any sabbatical matters.

Relevant Policies:

- [PM 12](#)
- [PM 23](#)
- [PS 12](#)

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