

Subject: Sabbaticals in the COVID-19 era

Dear Colleagues:

The global pandemic has disrupted all of our lives in many different ways, including disrupting many of your planned sabbaticals in 2019-2020 and 2020-2021. We wanted to let you know we will urge units to think flexibly about letting people whose sabbaticals were interrupted by the pandemic complete those sabbaticals when it is safe to do.

We recognize there are budget implications for units and personal costs for individuals to consider trying to complete an interrupted sabbatical. However, sabbaticals are one of the best 'perks' academic faculty enjoy and seven years is a long time to wait between sabbaticals.

If your sabbatical has been interrupted, but you don't wish to complete your sabbatical at another time (i.e., you plan to wait at least 7 years before taking another) then please file your sabbatical report, if you haven't already, and explain any effect the pandemic had on your plans. Reports are due to our office by November 1 for Academic Year and Spring Semester Sabbaticals and by March 31 for Fall Semester sabbaticals.

If your sabbatical has been interrupted, and you desire to try and complete it at another time:

- Discuss with your supervisor what happened and your plans for completing your sabbatical, if known. Given the uncertainty of the pandemic, you may not know yet how you're going to complete it, only that you desire to do so.
- Use this form ([Sabbatical Leave Change Request Memo](#)) to request a change to your sabbatical, explaining how the pandemic disrupted it and your plans (as far as known) for completing the sabbatical at another time. This form will stand in for your sabbatical final report until you complete your sabbatical, at which time you should file a final report.
- Please try to follow the guidelines in the Manual under section F.3.4.1.d (link to F.3.4 below) for faculty who take their sabbatical in two or more different time periods. If you can't follow these guidelines precisely, please discuss with your supervisor and our office. These guidelines were last revised in 2009 when no one was anticipating these current, unprecedented times.

Please understand that the Provost's office is unable to allocate any resources to sabbaticals at this time.

Sincerely,

Mary Pedersen
Provost and Executive Vice President

Sue James
Vice Provost for Faculty Affairs

PS) The complete sabbatical policy can be found in section F.3.4 of the Manual (<https://facultycouncil.colostate.edu/faculty-manual-section-f/#F.3.4>). The Provost's sabbatical resource page can be found here: <https://provost.colostate.edu/faculty-administrative-professionals/>