

Off-Campus Duty Assignment (Compensated Leave or Sabbatical)

Overview

The **Off-Campus Duty Assignment (Compensated Leave or Sabbatical)** program provides eligible faculty members with the opportunity to engage in professional activities that enhance their research, scholarship, creative work, and professional development while continuing to receive salary in accordance with University policy.

Off-campus duty assignment supports activities that strengthen both the faculty member's professional growth and Arkansas State University's teaching, research, scholarship, and creative mission.

For answers to questions, contact the Office of Research and Technology Transfer (RTT) at research@astate.edu or **870-972-2694**.

Program Purpose

Off-campus duty assignment may be used to support activities such as:

- Research and scholarly activities
- Creative activities
- Writing and publication
- Graduate study leading to an advanced degree
- Research or study-related travel
- Professional retraining
- Program or curriculum development
- Other professional development activities that benefit the faculty member and the University

Faculty are encouraged to apply to initiate, continue, or complete significant research, scholarly, or creative projects.

Eligibility

Faculty and academic administrators holding faculty status may apply under one of the following options.

Option I

After **six academic years of service**, eligible faculty who have not previously used compensated leave may receive:

- One academic year at **50% salary**, or
- One semester at **100% salary**

Option II

Faculty with **at least three years of service** who have been accepted into an accredited graduate program that supports their department's or academic unit's mission may receive compensated leave.

Compensation is calculated at **10% of appointment salary for each year of service**, up to a maximum of **50% salary**.

Option III

Tenured faculty whose academic programs are being reduced or phased out may be granted compensated leave for professional retraining.

Compensation is calculated at **10% of appointment salary for each year of service**, up to a maximum of **50% salary**.

Salary During Leave

Approved off-campus duty assignment is based on the faculty member's appointment salary during the leave period and the applicable eligibility option.

The total compensation received from all sources during the leave period may **not exceed the faculty member's regular appointment salary**, except for stackable fellowships that allow for direct payment to the individual.

Application Timeline

- **Applications Open:** September 1 annually
- **Application Deadline:** Third Friday of October (5:00 p.m. CST)
- **Award Notification:** Mid-December to early January
- **Start Date:** During the term requested for the following academic year

Application Requirements

Applications must be submitted through the **InfoReady** portal.

Applicants must submit the following materials:

1. Application for Off-Campus Duty Assignment

Complete the required Off-Campus Duty Assignment application, including all narrative attachments.

2. Letter of Support - Department Chair

A letter from the Department Chair supporting the proposed leave.

3. Letter of Support - College Dean

A letter from the College Dean supporting the request and including the estimated cost of replacing the applicant during the leave period.

4. Curriculum Vitae

Provide a current curriculum vitae for the applicant.

Proposal Evaluation

Eligible proposals are evaluated by FRAC based on the [FRAC Rubrics](#).

Review Process

Applications are reviewed by the **Faculty Research Awards Committee (FRAC)** based on the goals of the Off-Campus Duty Assignment program.

FRAC evaluates and ranks proposals according to their scholarly merit and forwards its recommendations to the Office of the Provost.

Final funding decisions are made by the Office of the Provost in consultation with the applicant's Department Chair and College Dean, subject to available funding and departmental staffing needs.

Applicants will be notified in writing of the final decision before January 15.

Recipient Responsibilities

Faculty receiving Off-Campus Duty Assignment are expected to:

- Complete the proposed activities during the approved leave period.
- Submit a final report to RTT summarizing the activities and outcomes of the leave.
- Return to Arkansas State University for **at least one academic year** following the leave.

Failure to fulfill the required return obligation may require repayment of the salary received during the leave period in accordance with University policy.

Award recipients must submit a **Final Report** to RTT at frac@astate.edu by **July 31** immediately following the close of the award period. RTT will distribute final reports to the Provost and the recipient's College Dean.

The report must include:

- An abstract suitable for publication on the RTT website
- A brief summary (approximately 2 pages) describing:
 - The research, scholarly, or creative activities completed
 - Project outcomes and accomplishments
 - Plans for future research, scholarship, creative activities, or external funding

Additional Information

- The number of compensated leaves granted during any academic semester may not exceed **10% of the faculty**.
- A summary of compensated leave awards is reported annually to the Arkansas State University Board of Trustees.

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