

**University of San Diego
Institutional Review Board**

Managing an IRB Application during a Faculty Sabbatical

A USD faculty member may continue with their own research during their sabbatical, but they may not oversee the work of any students unless this is specifically indicated per the terms of their sabbatical work plan and approval letter.

If a faculty member wishes to continue to advise students and oversee student research during their sabbatical, this must be addressed within the terms of the sabbatical work plan and documented in the sabbatical approval letter.

If a faculty member will not be available to advise students and oversee student research during their sabbatical, then a new faculty advisor must be named and a Modification application must be submitted to remove the faculty advisor going on sabbatical and name the new faculty advisor who will oversee the student's research activities.