



Policy 04:110 – Sabbatical Leave

Sabbatical leaves provide faculty with opportunities for professional development, scholarly pursuits, and professional and intellectual renewal.

It is expected that these activities will result in: (1) improved teaching and professional performance, (2) enhanced research and/or artistic activities, and (3) a renewed capacity for service to the University and the community.

Eligibility

Applicants must be tenured and must be in the 7th year (or more) of continuous full-time service since their appointment at UM or since the end of their last sabbatical year.

Application

Written application for sabbatical leave must be presented to the Faculty Development Advisory Committee by the deadline established by the Committee for all requests for sabbatical leave for the following calendar year. The application must be made on forms provided on the Faculty Development website. The application shall include a detailed description of the proposed activities during the leave period and the ways these activities will contribute to the faculty member's professional development and to the improvement of the University's academic program. The application shall also include appropriate recommendations from the department chair and dean that includes a detailed explanation by the chair of the arrangements that will be made to cover all courses the faculty member would typically teach and the budgetary implications of doing so. The dean will make a recommendation and provide an explanation for plans of coverage and funds needed when the applicant is a department chair.

Terms of Leave

A faculty member may elect to apply for one full academic year, nine months, at one-half salary or may apply for one semester of sabbatical leave at full salary for that semester. The expectation is that typically the two semesters in a two-semester sabbatical leave will be taken within the same academic year. If the one semester option is taken, the remaining semester of the sabbatical year may not be applied to the accumulation of the six years of service that is required before eligibility is gained for the next sabbatical leave of absence. If an eligible faculty member is approved for a sabbatical leave of absence in the summer, that faculty member will receive the usual pay for teaching full loads both terms of summer school. Other than possible tax and TRS withholding implications (as indicated below), a sabbatical leave does not normally affect benefits provided by the University (i.e. insurance, sick leave accrual, etc.) If the sabbatical leave is for one full academic year at half pay, the faculty member will receive one half year of service credit for the sabbatical period. A faculty member taking sabbatical leave should contact Human

Resources to discuss benefit coverage. A Personnel Action Form (PAF) is required in advance to adjust the salary (if applicable) and the status of the faculty member's leave category.

A recipient of sabbatical leave must agree to return to the service of the University for one academic year after completion of the leave.

Within three months after the conclusion of the leave, the faculty member shall provide in detail a summary of sabbatical activities and an assessment of the extent to which the sabbatical experiences contributed to professional development. This report is submitted in writing to the Faculty Development Advisory Committee and to the Provost and Vice President for Academic Affairs. The written report will constitute a major portion of the faculty member's evaluation for the period of the leave.

Implementation

The number of sabbatical leaves awarded in a particular year will depend on the quality of the proposals submitted, the funds available, and the cost to the University of implementing the specific leaves. Sabbatical leaves will not be granted to more than one member of a department concurrently if the effectiveness of instruction and/or departmental operations will be impaired.

Sabbaticals will be awarded on the basis of the merit of the proposed research/creative project and previous contributions to the University. The Faculty Development Advisory Committee will make recommendations to the Provost and Vice President for Academic Affairs for endorsement. Final approval by the President and Board of Trustees is required.

Notification of Applicants

After Board of Trustees approval, the President's Office will notify sabbatical applicants who are awarded a sabbatical, and the Provost/VPAA's Office will notify applicants who are not awarded a sabbatical. Any applicants with questions should contact the Faculty Development Advisory Committee.

Approved

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