

# University of Baltimore Sabbatical Leave Policy

*Approved by UFS 3/14/07, 12/3/14 \*Revision to clarify eligibility*

*Approved by President 11/19/07, 2/27/15*

*Reviewed by Associate Provost Spring 2024*

## **Background**

As an important component of ongoing faculty development, sabbatical leaves provide opportunities for enhancing the quality of teaching, scholarship, and service within the university by allowing faculty members to expand their skills, abilities, and experiences.

Faculty members use sabbatical leaves for diverse and innovative purposes, such as to develop new research skills and initiatives, conduct off-site research, prepare new courses or course materials, and expand pedagogical skills and teaching effectiveness. This faculty development is expected to promote the mission of the university.

The university president grants sabbatical leaves to faculty members whose proposals clearly demonstrate how the sabbatical: (1) provides an opportunity for conducting scholarly or creative work which would increase his/her contribution to the mission of the university; (2) enhances his/her standing in the discipline or profession; and/or (3) advances the quality of instruction and student learning.

## **I. Required Status**

To be eligible for sabbatical leave, a faculty member must be tenured (holding the rank of associate professor or professor) and must have been on active full-time service under a tenure track or tenured appointment with the University for a period of at least six years of service at the time of an initial sabbatical leave or subsequent to any previously granted sabbatical leave. A part-time faculty member must have been granted tenure and must have completed six or more years of at least half-time service with the university under a tenure track or tenured appointment to be eligible. Ordinarily, a leave of absence without pay or a visiting appointment at another institution shall not be regarded as service to the institution for purposes of determining eligibility for sabbatical leave.

## **II. Request Procedure**

A faculty member, applying for sabbatical leave, shall submit a formal written request to the dean of the school/college, stating clearly the nature of the proposed sabbatical project and his/her reasons for believing that the activity to be performed during the sabbatical will be professionally beneficial to the university and to him/her. Proposals for sabbatical shall be submitted to the dean at least six months prior to the start of the proposed leave period.

Sabbatical requests will be reviewed by the appropriate faculty committee of each school/college; committee recommendations will be sent to the dean.

The dean's endorsement of the sabbatical request should include a statement that the faculty member can be spared during the sabbatical period without any disruption to academic programs and that sufficient funds are available in the operating budget of the school/college for the appointment of a temporary replacement if required.

The timeline for a sabbatical request for the following academic year is as follows:

February 1 Dean's recommendations to the Provost  
February 15 Provost's recommendations to the President  
March 1 President's approval/ decline of sabbatical request

### **III. Approval**

The president of the university, in considering a sabbatical request, shall be guided by the recommendations of the dean and the appropriate faculty committee.

### **IV. Operations**

The faculty member applying for sabbatical leave shall agree, as a precondition for accepting same, to return promptly to the university upon termination of the sabbatical period and to remain in service for at least one academic year immediately subsequent to his/her return, except under unusual circumstances in which the president may decide otherwise. If the faculty member fails to return or fails to remain in service for at least one year, he/she shall be liable for the repayment of the whole or a proportionate share of the salary paid him/her during the sabbatical period.

### **V. Length**

Sabbatical leave shall be granted for one-half of the recipient's annual contract period at his or her normal compensation or for the full annual contract period at one-half normal compensation for both full- and part-time faculty.

### **VI. Benefits**

All benefits and privileges of a faculty member on sabbatical leave shall continue in effect as if he/she were not on such leave (i.e., salary merit increases, opportunity for promotion, retirement benefits, etc.) Certain benefits may be pro-rated according to policy during full-year sabbaticals. Faculty members considering a full-year sabbatical should consult with the Office of Human Resources.

## **VII. Employment During Sabbatical**

Full-time employment by the faculty member on sabbatical leave is prohibited. He/she shall be permitted, with approval of the president or designee, to accept, in addition to the salary he/she receives from the University, only such awards, grants, contracts, fellowships, etc., as may also be given in aid of his/her approved sabbatical project. Compensation for occasional consulting services rendered during the sabbatical period shall be considered as payment of salaries or wages. Such services shall not exceed those allowed by the USM Policy on Professional Commitment of Faculty and shall not interfere with the approved sabbatical leave project.

## **VIII. Sabbatical Report**

A report summarizing the activities and accomplishments of the sabbatical shall be submitted to the dean and to the provost in the semester immediately following completion of the sabbatical period. The report should describe how the activities of and accomplishments derived from the sabbatical leave will contribute to the mission of the University, school/college and relevant academic programs.