

FACULTY SABBATICAL LEAVE REQUEST

The deadline for submission of this form and Dean's approval to the Provost is no later than six (6) full months prior to the proposed start of the requested leave. No late applications will be considered.

NAME _____ RANK _____ DEPARTMENT _____
(Last, First)

TYPE (Indicate one): _____ NEW
_____ Extension beyond period previously approved through ____ / ____
_____ Other: _____

LENGTH (Indicate one):
Academic Year (9-Month) Appointment - OR - 12-Month Appointment

_____ One semester @ full-pay
_____ Academic year @ half -pay
_____ Six months @ full-pay
_____ 12 months @ half-pay

FOR THE PERIOD: _____
(Semester or Year)

Faculty members on 12-month appointments who provide part of their 12-month salary from grants (e.g., SRAs) and who take a 12-month sabbatical receive one-half of their academic year (9-month) State salary, which can be supplemented by available grant, contract, or other funding. Those whose full 12-month salary is State funded receive one-half of their 9-month salary.

PROPOSED SABBATICAL PROJECT

Please attach a description of the proposed sabbatical project.

ELIGIBILITY

A faculty member must have completed six years full-time service to UMBC since appointment or the last sabbatical to be eligible for sabbatical leave. Any period of leave without pay does not count towards eligibility for sabbatical leave. Place an "X" by the last 12 semesters worked at 100% time.

_____ S2017	_____ S2019	_____ S2021	_____ S2023	_____ S2025
_____ F2017	_____ F2019	_____ F2021	_____ F2023	_____ F2025
_____ S2018	_____ S2020	_____ S2022	_____ S2024	_____ S2026
_____ F2018	_____ F2020	_____ F2022	_____ F2024	_____ F2026

FACULTY ATTESTATION

Sabbatical leave is granted with the understanding that it will not substantially disrupt the academic program of the department/program, that I shall return to UMBC at the termination of the leave to serve for at least one academic year and I shall prepare a written report to the Departmental Chair, Dean and Provost. I have read the sabbatical leave policy (see reverse), and I will abide by it.

FACULTY SIGNATURE _____ DATE _____

RECOMMENDATION BY DEPARTMENT CHAIR OR PROGRAM DIRECTOR

The information given above has been verified and questions 1 and 2, below, are answered accurately.

_____ 1a) The department can meet its instructional responsibilities within its present budget, and the progress of graduate students towards their degrees will not be impaired

-OR-

_____ 1b) There are budgetary implications of the requested leave that are described and justified in the attached memo.

_____ 2) The department has resolved any impact the sabbatical may have on active agreements or pending proposals with the Office of Sponsored Programs. Any work on active agreements or pending proposals must be addressed and responsibilities covered as part of the sabbatical leave project.

DEPARTMENT CHAIR/DIRECTOR SIGNATURE _____ DATE _____

(Forward form and attachments to the Office of the Dean)

DEAN'S SIGNATURE _____ DATE _____

11.2.1 UMBC POLICY ON SABBATICAL LEAVE FOR FACULTY

The primary purpose of a sabbatical leave is to afford opportunity to the faculty member to increase his or her professional standing and value to the institution. To be eligible for the sabbatical, the faculty member must have attained tenure in professorial rank and must have been on active, fulltime service with the University for a period of at least six years, subsequent to any previously granted sabbatical leave; provided, moreover, that:

1. The faculty member will, at least six months prior to the beginning of the proposed leave period, submit a formal written request, setting forth clearly the nature of the proposed sabbatical project, and his or her reasons for believing that the project will be professionally beneficial both to the applicant and the University. The written request, together with an endorsement from the department and Dean to the effect that the faculty member's service can be spared during the sabbatical leave period, will be forwarded to the Provost and President for final action.
2. The faculty member applying for sabbatical leave will, as a condition for being granted leave, agree to return promptly to the University at the termination of the sabbatical period, to remain in service for at least one academic year, except in circumstances in which the President of UMBC, the Chancellor of the University System, and the Board of Regents may decide otherwise.
3. Sabbatical leave usually will be granted for one 5-month or one 6-month period on full pay, or for one 10-month or one 12-month period on one-half pay for ten- and twelve-month appointees respectively. In certain exceptional and meritorious circumstances, and where long and distinguished service to the University may strongly justify, approval may be granted for a sabbatical period of more than twelve months, but in no case for more than twenty-four months on one-half pay.
4. The faculty member on sabbatical leave will be permitted to accept, in addition to the pay he/she receives from the University, only such awards, grants, contracts, fellowships, et cetera, as may also be given in aid of the approved sabbatical project, the primary purpose of the sabbatical leave being to afford opportunity to the faculty member to increase his scholarly attainment. Compensation for occasional consulting services rendered during the period of sabbatical leave, such service not to exceed that which would conform with the University's policy on consulting services, shall not be considered payments of salaries or wages.
5. Within three months of their return from sabbatical leave, faculty members will send to their Chair, Dean, and the Provost a summary report of their sabbatical activities, including a review of their work while on leave, a statement of publications prepared or anticipated, and their own assessment of the success of their leave.

Source:

University of Maryland, Baltimore County - Faculty Handbook
http://www.umbc.edu/provost/Faculty_Handbook/section11.pdf