

# CNMS SABBATICAL LEAVE REQUEST

**Deadline for submission of this form and supporting documentation to the Dean is February 1 for leave beginning July 1 - August 23, and August 23 for leave beginning in January.**

Name: \_\_\_\_\_ UMBC Campus or User ID: \_\_\_\_\_  
(Last, First, M.I.)

Rank: \_\_\_\_\_ Department: \_\_\_\_\_

**REQUEST TYPE** (check one):

- New
- Extension beyond period previously approved through \_\_\_\_/\_\_\_\_/\_\_\_\_
- Other: \_\_\_\_\_

**LENGTH** (check one):

- |   |    |   |
|---|----|---|
| <input type="checkbox"/> 9 month appointment      | OR | <input type="checkbox"/> 12 month appointment |
| <input type="checkbox"/> one semester @ full pay  |    | <input type="checkbox"/> 6 months @ full pay  |
| <input type="checkbox"/> academic year @ half pay |    | <input type="checkbox"/> 12 months @ half pay |

**FOR THE PERIOD** (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Faculty members on 12 month appointments who provide part of their 12 month salary from sponsored awards (e.g., SRA), and who take a 12 month sabbatical receive one-half of their academic year 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.

**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 last sabbatical to be eligible for sabbatical leave. Any period of LWOP, including fellowship leave, does not count towards eligibility for sabbatical leave. Circle the last 12 semesters worked at 100% time.

F2006	F2008	F2010	F2012	F2014	F2016
S2007	S2009	S2011	S2013	S2015	S2017
F2007	F2009	F2011	F2013	F2015	F2017
S2008	S2010	S2012	S2014	S2016	S2018

**FACULTY ATTESTATION:**

Sabbatical leave is granted with the understanding that it will not substantially disrupt the academic program of the department/program or my grant responsibilities, and that I shall return to UMBC at the termination of the leave to serve for at least one academic year. I have read the sabbatical leave policy (see reverse), and I will abide by it.

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of faculty member)

**RECOMMENDATION:**

The information given above has been verified, and statements below are answered accurately.

- The department can meet its instructional responsibilities within its present budget, and the progress of graduate students toward their degrees will not be impaired.
- There are budgetary implications of the requested leave that are described and justified in the attached memo. (Provide schedule of courses and how they will be covered, including estimate of any instructional replacement costs.)
- The department has resolved any impact the sabbatical may have on active sponsored awards or pending proposals with the Office of Sponsored Programs. Any work on active awards or pending proposals must be addressed and responsibilities covered as part of the sabbatical leave project.

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Department Chair/Director)

*(Forward this form and attachments to the Office of the Dean, College of Natural and Mathematical Sciences.)*

## 11.2 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, full-time 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://provost.umbc.edu/resources-for-faculty-staff/>