

CNMS SABBATICAL LEAVE REQUEST FORM

This form and supporting documentation must be submitted to the CNMS Office of the Dean by the following deadlines:

- February 1 for leave beginning July 1 - August 23
- August 23 for leave beginning in January

Sabbatical Leave Request submission checklist:

- *Completed CNMS Sabbatical Leave Request form*
- *Formal written request including a description of proposed sabbatical project*
- *Certified CV*

UMBC POLICY ON SABBATICAL LEAVE (Source: *University of Maryland Baltimore County Faculty Handbook*, which may be found at <http://provost.umbc.edu/resources-for-faculty-staff/>)

11.2 POLICY ON SABBATICAL LEAVE FOR FACULTY (Board of Regents Policies and Procedures II-2.00; Approved by the Board of Regents, November 30, 1989)

The President of an institution may grant sabbatical leaves to faculty members. The primary purpose of such leaves is to provide an opportunity for a faculty member to conduct scholarly or creative work in order to increase his or her contribution to the mission of the institution, and to enhance his or her standing in the discipline or profession.

1. To be eligible for sabbatical leave, a full-time faculty member shall have been granted tenure and shall have completed at least six years of service at the time of an initial sabbatical leave or since the last previously granted sabbatical leave. A part-time faculty member shall have been granted tenure and shall have completed six or more years of at least half-time service. Ordinarily, a leave of absence without pay shall not be regarded as service to the institution for purposes of determining eligibility for sabbatical leave.
2. Ordinarily, sabbatical leave will 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.
3. Ordinarily, as a condition for receiving a sabbatical leave the recipient shall agree to return promptly to the institution at the termination of the leave and to serve on his or her normal basis for at least one academic year.
4. During the period of sabbatical leave, the recipient will be permitted, with the approval of the President or designee, to accept, in addition to the compensation he or she receives from the institution, grants, awards, contracts, fellowships, or other compensation or stipends as may be related to the approved sabbatical leave project.
5. While on sabbatical leave, the recipient may accept compensation for consulting services rendered during the sabbatical leave, provided that such services shall not exceed those allowed by the University System Policy on Professional Commitment of Faculty, and that they do not interfere with his or her approved sabbatical leave project.
6. Each institution shall develop procedures for implementation of this policy, including the requirement of a summary report on sabbatical activities by the faculty member. These procedures shall be filed with the office of the Chancellor

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, 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.

CNMS SABBATICAL LEAVE REQUEST FORM

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.

CNMS SABBATICAL LEAVE REQUEST FORM

Name: _____ UMBC Campus ID: _____
(Last, First, M.I.)

Rank: _____ Department: _____

REQUEST TYPE (check one):

- New
- Extension beyond period previously approved through ____ / ____ / ____
- Other: _____

LENGTH (check one):

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

FOR THE PERIOD (mm/dd/yyyy): ____ / ____ / ____ 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 external funding. Those whose full 12 month salary is state-funded receive one-half of their 9 month salary.

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, FMLA, and maternity or paternity leave, does not count toward eligibility for sabbatical leave. Enter the last 12 semesters worked at 100% time.

Fall 20__	Spring 20__	Fall 20__	Spring 20__
Spring 20__	Fall 20__	Spring 20__	Fall 20__
Fall 20__	Spring 20__	Fall 20__	Spring 20__

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
- I shall return to UMBC at the termination of the leave to serve for at least one academic year; and
- I shall submit a summary report of sabbatical activities within three months of my return from sabbatical; and
- I have read the sabbatical leave policy and I will abide by it.

Faculty Member: _____
(Signature)

Date: _____

RECOMMENDATION:

- APPROVED:** The information given above has been verified, and the 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. For full year sabbaticals, the Dean's office will provide the department \$15,000 (\$7,500/semester) toward instructional replacement costs. Any instructional replacement costs for half year sabbaticals or greater than \$15,000 will be borne by the department.
 - 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.

DENIED:
 Reason: _____

Department Chair/Director: _____
(Signature)

Date: _____