

CNMS SABBATICAL LEAVE REQUEST

NAME _____ UMBC Campus or User ID _____
(last, first, middle)

TITLE _____ DEPARTMENT _____

DESCRIPTION OF THE REQUEST

(Check one): NEW
 Extension beyond period previously approved through - ___/___/___
 Other (give explanation in Remarks section below)

REQUESTING (Check one):

Nine-month appointment - OR - 9.5/10-month appointment - OR - 12-month appointment
 one semester @ full pay one semester @ full pay six months @ full pay
 academic year @ half pay academic year @ half pay 12 months @ half pay

FOR THE PERIOD (mo/day/yr) ___/___/___ to ___/___/___

Deadline for submission of request and Chair's approval to the Dean is February 1 for leaves beginning July 1 - August 23, and August 23 for leaves beginning in January.

PLEASE ATTACH A DESCRIPTION OF THE PROPOSED SABBATICAL PROJECT

ELIGIBILITY

A faculty member must have completed six years full time service to UMBC since last sabbatical to be eligible for sabbatical leave. Any period of LWOP including fellowship leave will not count towards eligibility for sabbatical leave. Circle the last 12 semesters worked at 100% time.

F96	F98	F2000	F2002	F2004	F2006
S97	S99	S2001	S2003	S2005	S2007
F97	F99	F2001	F2003	F2005	F2007
S98	S2000	S2002	S2004	S2006	S2008

REMARKS _____

FACULTY ATTESTATION

Sabbatical leave is granted with the understanding that it will not substantially disrupt the academic program of the department/program 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.

- 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.

RECOMMENDED _____ DATE _____
Signature of Department Chair/Director

(Forward this form and attachments to the Office of the Dean of the 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://www.umbc.edu/provost/Preface.html>