

- B. The criteria for evaluation used by the department chair shall be consistent with all System guidelines, UMES policies, and the specific terms of the faculty member's employment.

## **USM POLICY ON SABBATICAL LEAVE FOR FACULTY**

<https://www.usmd.edu/regents/bylaws/SectionII/II200.pdf>

## **UMES POLICY ON SABBATICAL LEAVE**

The President shall grant sabbatical leave to faculty members consistent with USM Bylaws, Policies and Procedures of the Board of Regents II-2.00, and the following UMES guidelines.

### **I. Eligibility Requirements**

#### **A. Full-Time Faculty**

1. Must be tenured at UMES.
2. Must have a minimum of six (6) years full-time service at UMES since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
3. Leave of absence without pay shall not be counted as service to UMES for purposes of sabbatical leave.
4. Service at other USM institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMES.
5. Unless specifically stated otherwise, a faculty member engaged in compensated activities on behalf of the University, outside the academic program or unit, shall be permitted to treat the period of such service toward eligibility for sabbatical leave.

#### **B. Part-Time Faculty**

1. Must be tenured at UMES.
2. Must have a minimum of six (6) years of at least part-time service at UMES since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
3. Leave of absence without pay shall not be counted as service to UMES for purposes of sabbatical leave.
4. Part time service at other USM institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMES.
5. Unless otherwise stated, a faculty member engaged in compensated activities on behalf of UMES, outside of academic program shall be permitted to treat such service toward eligibility for sabbatical leave.

### **II. Duration of Sabbatical Leave**

#### **A. Full- and part-time faculty members may be granted sabbatical leave either:**

1. One-half the faculty member's annual contract period at full compensation; or
2. The full annual contract period at one half normal compensation. (Example: Twelve-month contract—twelve-month sabbatical at one-half compensation. Ten-month contract—ten-month sabbatical at one-half compensation, or five-month sabbatical at full compensation.)

#### **B. The President may award sabbatical leave of greater than twelve months duration to a faculty member of long standing with distinguished and meritorious service to UMES. In no case should sabbatical leave exceed 24 months at one-half compensation.**

III. Considerations for Awarding Sabbatical Leaving

- A. Opportunity to conduct scholarly work and to increase the faculty member's value to UMES in carrying out its mission.
- B. Opportunity to conduct important research and increase the faculty member's standing in the professional community.
- C. Disruption to the academic program or unit.
- D. The individual's past service, including creative research contributions, teaching, committee work, and community service.

IV. Additional Compensation and Benefits

- A. A faculty member will normally be permitted to accept only such grants, contracts, awards, fellowships, and other compensation as are given to support the approved sabbatical project. The approval of the President must be obtained prior to accepting any compensation beyond that provided by UMES.
- B. A faculty member will normally be permitted to accept compensation for consulting services consistent with UMES policies on outside consulting. The prior approval of the President must be obtained.
- C. A faculty member who receives compensation without the approval of the President as required by the policy will be required to return all compensation received from UMES for the support of the sabbatical project.
- D. All benefits available to the faculty member under normal service shall be available during sabbatical leave unless otherwise specified.

V. Application for Sabbatical Leaving

- A. Applications must be submitted prior to the deadline for the commencement of the proposed sabbatical leave. The deadline is August 1 for fall sabbatical leaves and March 15 for spring sabbatical leaves. For example, the deadline for a fall and spring sabbaticals would be at least two semesters in advance of the proposed leaves (see timeline given below in the application procedure).
- B. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.
- C. Applications must contain:
  - 1. A detailed description of the project including the activities to be undertaken, travel and study plans, and a description of the research to be conducted.
  - 2. The expected results of the project.
  - 3. A statement concerning the value of the project to the mission of UMES, and to the faculty member's professional development, and how the information will be shared with the UMES community.
  - 4. The date the faculty member became tenured at UMES, and a description of the responsibilities and accomplishments.
  - 5. The faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.
  - 6. An updated curriculum vita.

VI. Application Procedure

- A. The Department Chairperson shall review each application for sabbatical leave and make a recommendation to approve, postpone or reject the application. The recommendation should clearly state:
  - 1. The reasons for the decision including an appraisal of the project.

2. Why the decision is consistent with this policy.
  3. An assessment of the effect of the faculty member's absence on the academic program.
- B. The application and review are to be forwarded to the Dean for recommendation and comment. The Dean shall determine whether any further recommendations are appropriate prior to forwarding the application to the Provost and Vice President for Academic Affairs.
- C. The Vice President for Academic Affairs shall chair a committee which shall review each application for sabbatical leave. Applicants whose departments are not represented on the committee shall be represented by their department heads during the review of their application.
- D. Taking into consideration the advice of the committee, the Provost and Vice President for Academic Affairs shall make a recommendation to the President. The President, or a designee, may approved, postpone, or reject the application for sabbatical leave. The faculty member shall be notified of the decision by the Office of the Provost, with copies of the decision to the Dean and the Department Chairperson. The faculty member shall receive a copy of any recommendations.
- E. The notice of approval of sabbatical leave must contain:
1. The beginning and ending dates of the sabbatical leave.
  2. The amount of compensation.
  3. An agreement by the faculty member to return promptly to UMES at the termination of the sabbatical, and to continue service at UMES for a minimum of one year.
  4. The specific project for which the sabbatical is granted.

<b>Application for Sabbatical Leave</b>	
Faculty submits application to the Department Chairperson (or equivalent academic administrator)	The deadline is August 1 for fall sabbatical leaves and March 15 for spring sabbatical leaves.
<b>Application Procedures</b>	<b>Recommended Timeline for Review</b>
Department Chairperson submits recommendation to the Dean	Fourteen (14) business days upon receipt
Dean shall determine whether any further recommendations are appropriate prior to forwarding the application to the Vice President and Provost for Academic Affairs	Twenty-one (21) business days upon receipt
Vice President and Provost for Academic Affairs shall chair a committee which shall review each application for sabbatical leave. Steps to convene the committee.	
Step 1. Vice President and Provost for Academic Affairs nominates the members of the committee;	Fourteen (14) business days upon receipt
Step 2. Members decision to serve are given;	Seven (7) business days upon receipt
Step 3. Vice President and Provost for Academic Affairs reviews the representation of the committee;	Seven (7) business days upon receipt

Step 4. Vice President and Provost for Academic Affairs convenes the committee;  <i>(Notification is provided to the applicant of the committee's make-up)</i>	Seven (7) business days upon receipt
Committee gives the recommendation to the Vice President and Provost for Academic Affairs	Twenty-one (21) business days upon receipt
Vice President and Provost for Academic Affairs shall make a recommendation to the President	Twenty-one (21) business days upon receipt
President decision for sabbatical leave(s) and given to the Vice President and Provost for Academic Affairs	Twenty-eight (28) business days upon receipt
Vice President and Provost for Academic Affairs shall notify the faculty member of the decision with copies to the Dean and the Department Chairperson	Seven (7) business days upon receipt;  <i>Applicants for fall sabbaticals will be notified by the end of May. Applicants for spring sabbaticals will be notified by the end of November.</i>

VII. Report Requirement

Within three months of returning from sabbatical leave, a faculty member must file a report containing the results of the project, and a detailed accounting of the activities undertaken during the leave. The report is to be addressed to the Department Chairperson, with a copy to the Provost and Vice President for Academic Affairs.