

University of Baltimore
VI-6.3 Sabbatical Leave Policy – MSB

Approved by School of Business Faculty Senate May 1991

I. Purpose

- A. The purposes of this committee shall be twofold:
 - 1. To determine whether applicants for sabbatical leave meet the standards set forth in established policy and to recommend from among qualified applicants those to receive sabbatical leave for the upcoming academic year, or portion thereof, in accordance with the number of opportunities available; and
 - 2. To recommend, as deemed needed by the committee, changes in the governance and/or the criteria for sabbatical leave, in keeping with the policies of the University of Maryland System and the University of Baltimore.
- B. This committee shall be formally incorporated into the published list of standing school-wide committees.
- C. On or before May 1 of each academic year, each of the five departments in the School shall hold an election to designate a full-time, tenured faculty member to serve on the Sabbatical committee. As soon as possible thereafter, the committee shall meet to elect a chairperson.

II. Eligibility

Faculty members eligible for sabbatical leave are those full-time faculty members who have accumulated six (6) or more full-time, consecutive years since coming to the Merrick School/or since the last sabbatical from the School, if any. Qualified applicants are those faculty members who are eligible and also meet all other criteria set forth below.

III. Criteria

- A. Decisions of sabbatical leave shall take into consideration the mission statements of the university and the school, as well as the development of the candidate.
- B. Sabbatical leave is intended to relieve a recipient of normal service, teaching, and research responsibilities and to substitute research and/or professional development consistent with the goals of the university and the school. Such leave can be granted for an array of purposes.
- C. Candidates must submit a detailed plan of the project on which they will be working during their sabbatical leave. Weight will be given to proposals that demonstrate that the candidate has a concrete expectation of making a contribution to the university, school, and to personal development.

- D. Seniority will be used as a tie-breaker in the event that two candidates are equally qualified. Seniority means service since the candidate's date of employment with the School.
- E. Priority consideration shall be given to candidates previously qualified by the committee who did not receive a sabbatical.

IV. Applications

- A. Candidates should submit a letter of intent (can be one sentence) by September 1 in the academic year preceding the year of the sabbatical. The full proposal should be given to the committee chairperson, in five copies, by October 1. The dean shall make every effort to respond to this committee's recommendations by December 15.
- B. The full proposal may take any format the candidate deems suitable, but it shall include a summary limited to 1,000 words and vitae.
- C. The committee shall send a memorandum reminding faculty members of deadlines and format by June 1. Any changes to this document must be made by the faculty senate before June 1 preceding any year in which they apply.

V. Procedures

- A. Committee recommendations are reviewed by the dean and the provost, who make independent recommendations to the president. The president has ultimate authority to grant or deny a request for sabbatical leave.
- B. For purposes of accountability, each recipient of a sabbatical shall submit a written report to the dean detailing accomplishments during such leave and those expected to be realized thereafter. This report shall be submitted not later than 45 days after January 15 or June 15, depending upon when the recipient completes his/her sabbatical leave.