

**University of Baltimore**  
**VI-6.4 SOL Sabbatical Leave Policy**  
Approved 2/96

**Standards and Procedures for Granting Sabbatical Leaves**

1. The standards and procedures for granting sabbatical leaves for law school faculty shall be governed by the University of Baltimore Sabbatical Leave Guidelines, which are attached hereto and incorporated herein as an Appendix.
2. Any application for sabbatical leave shall be submitted in writing to the President through the Dean's office, and shall be submitted to the Dean's office not later than November 1 of the fall of the academic year preceding the year in which sabbatical leave shall be requested.
3. Before deciding whether to recommend sabbatical leave applications to the President, the Dean shall submit the applications to the Ad Hoc Committee on Summer Research Stipends and Sabbaticals (Committee) for its critical evaluation under the standards for sabbatical leave herein stated.
4. As soon as is practicable after he or she has reviewed the report of the Committee and has ascertained whether the President will approve an application for sabbatical leave, the Dean shall advise the candidate with respect to the decision made with respect to his or her application and shall report to the Faculty who has been granted sabbatical leave and the general nature of his or her sabbatical project.
5. Sabbatical leave projects will be granted for research and production of scholarship (within the meaning of the Law School's promotion and tenure criteria for scholarship). Applications for leave will be evaluated in light of the specificity and significance of the proposed project, the degree to which it is would contribute to legal literature, and the likelihood of its completion. Sabbatical leaves will be granted only to a faculty member who has produced a substantial body of scholarship during his or her service at the University of Baltimore School of Law, whose recent record demonstrates the capacity and inclination to continue to produce sound scholarship, and who proposes to use the sabbatical leave to work on a significant project that is of such magnitude that it could not fairly be expected to be completed in the combination of a summer together with the amount of time a teacher should expend on research and writing during an academic year with a normal teaching load.
6. In years for which there are more applications for sabbatical leave than the university can fund, seniority (measured in terms of years in service at the University of Baltimore, and in case of a tie, length of service at a higher rank) shall be considered a tie-breaker only among equally meritorious applications.