

UB-VI-6.1, Policy on Sabbatical Leave Faculty

Approved by UFS, 3/14/07

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I. Purpose

The President of the University may grant sabbatical leaves to faculty members consistent with the [USM Policy on Sabbatical Leave for Faculty, II-2.00](#). The primary purpose of such leaves is to provide an opportunity for a faculty member to conduct scholarly or creative work, or to engage in activities to increase his/her contribution to the mission of the University, and to enhance his/her standing in the discipline or profession.

II. Applicability

A. Scope

1. In most situations, sabbatical leave shall be granted for one-half of the recipient's annual contract period at his/her normal compensation or, for the full annual contract period at one-half normal compensation for both full- and part-time faculty.
2. Ordinarily, where consistent with applicable law or policy, a leave of absence without pay or a visiting appointment at another institution shall not be regarded as service to the institution for purposes of determining eligibility for sabbatical leave.
3. As a condition for receiving a sabbatical leave, the recipient shall agree to return to the University immediately upon the termination of the leave and agree to serve on his/her normal basis for one academic year, except under unusual circumstances in which the President may decide otherwise. If the faculty member fails to return or fails to remain in service for at least one year, he/she shall be liable for the repayment of the whole or a proportionate share of the salary paid him/her during the sabbatical period.
4. During the sabbatical leave, the recipient will be permitted, with the written approval of the President or designee, to accept, in addition to the compensation he/she receives from the University, 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, provided that such services shall not exceed those allowed by the [UBalt](#) and [USM Policy on Professional Commitment of Faculty](#). Any such consulting services must be approved consistent with those policies and shall not interfere with the faculty member's sabbatical leave project.
6. All benefits and privileges of a faculty member on sabbatical leave shall continue in effect as if he/she were not on such leave (i.e., salary merit increases, opportunity for promotion, retirement benefits, etc.) Certain benefits may be pro-rated according to policy during full-year sabbaticals. Faculty members considering a full-year sabbatical should consult with the Office of Human Resources for more information on benefit availability.

B. Eligibility to Apply for Sabbatical Leave

1. Tenured faculty are eligible for sabbatical leave.¹
2. A full-time faculty member shall be tenured (holding the rank of associate or professor) and shall

¹ Permanent status librarians should refer to the UBalt Policy on [Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services](#) [USM Policy on Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services, II-2.01](#). Professional and/or Research Leave for eligible librarians will be granted pursuant to that Policy.

have completed at least six (6) years of active service at the time of an initial sabbatical leave or since the last previously granted sabbatical leave.

3. A part-time faculty member shall have been granted tenured and shall have completed six (6) or more years of at least half-time service at the time of an initial sabbatical leave or since the last previously granted sabbatical leave.

C. Responsibilities Upon Return

1. Within one (1) month upon return from sabbatical leave, the faculty member shall submit a written Summary Report to their Dean and the Provost detailing the following:
 - a. The nature of the sabbatical project(s);
 - b. The outcome of the projects(s); and
 - c. How it enhanced either his/her professional development and/or the mission of the University.

III. Guidelines and Standards for Applying for Sabbatical Leave

- A. A faculty member, applying for a sabbatical leave, shall submit a formal written request to the appropriate Dean in accordance with the policy and internal application process developed by the school or college. At a minimum, the request shall state how the sabbatical leave will contribute to the mission of the University and enhance the faculty member's standing in their discipline or profession.
- B. If the Dean endorses the faculty member's request for sabbatical leave, the Dean shall then attach a written recommendation to the faculty member's request and forward all supporting documents to the Provost. This request should include a statement that the college/school can spare the faculty member during the sabbatical period without any disruption to the academic program(s) and that sufficient funds are available in the operating budget of the school/college for the appointment of a temporary replacement if required.
- C. If in agreement with the recommendation of the Dean, the Provost shall forward the request for sabbatical leave and all related documentation to the President for final approval.
- D. If the request for sabbatical leave is approved by the President, the Provost shall notify all parties (Dean and applicant) in writing of the approval and any conditions of the approval. In addition, copies of the approval letter shall be forwarded to the Office of Human Resources for appropriate action.
- E. If the request for sabbatical leave is not approved; the President or his/her designee shall forward a letter to the sabbatical applicant citing the reasons the request was denied. The President's decision is final.
- F. If the request for sabbatical leave is denied to a faculty member or professional librarian, he/she may submit a request for the following academic year.

IV. Timeline²

- A. February 1 Dean's recommendations to the Provost
- B. February 15 Provost's recommendations to the President
- C. March 1 President's approval/ decline of sabbatical request

V. School/College Sabbatical Leave Policies

- A. College of Public Affairs [UB VI-6.2](#)
- B. College of Arts and Sciences, [UB VI-6.3](#)
- C. Merrick School of Business, [UB VI-6.4](#)
- D. School of Law, [UB IV-6.5](#)

² A faculty member, applying for a sabbatical leave, shall submit a formal written request to the appropriate Dean by the date specified in policy and internal application process developed by the school or college.