

**University of Baltimore**  
**VI-6.3 Sabbatical Leave Policy – MSB**

Approved by School of Business Faculty Senate November 2013

MERRICK SCHOOL OF BUSINESS POLICY ON SABBATICAL APPLICATIONS

**I. Purpose**

Merrick School of Business faculty sabbatical applications will be reviewed by the Faculty Development Committee and the chair of the applicant's academic department. The results of these reviews will be forwarded to the dean. The purpose of the reviews is to determine whether applicants for sabbatical leave meet the standards set forth in established policies and to recommend sabbatical leave for the upcoming academic year, or a portion thereof, in accordance with the number of sabbatical opportunities available.

**II. Eligibility**

Faculty members eligible for sabbatical leave are those full-time tenured 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 faculty members who are eligible and also meet all other criteria set forth below.

**III. Criteria**

Decisions on sabbatical leave shall take into consideration the mission statements of the university and the school, as well as the development of the candidate. If there are multiple applications in one year, the department chair and/or Faculty Development Committee may choose to rank them in their reports to the dean. The dean may rank applications received from the school, in making recommendations to the provost.

- A. Sabbatical leave is intended to relieve a faculty member of normal teaching and service responsibilities so that the recipient can focus on research and/or other professional development activities consistent with the goals of the university and the school.
- B. Candidates are required to submit a detailed plan of the project on which they will work during their sabbatical leave. Research-oriented proposals should include, but not be limited to, a literature review, research hypotheses, data collection plans, research methodology and targeted outlets/journals. Proposals should demonstrate that candidates have a concrete expectation of making a contribution to their discipline, profession, knowledge, or personal development. The plan should specify if the applicant wishes a one-semester or a two-semester sabbatical, as specified by University of Baltimore policy.
- C. The full proposal may take any format the candidate deems suitable, but it should include a summary of approximately 1,000 words and a curriculum vitae.

- D. Priority consideration shall be given to candidates who have not previously received a sabbatical, as well as those whose sabbaticals had been approved but deferred in the past.

#### **IV. Decision Timeline**

Candidates should submit a letter of intent to the Faculty Development Committee with a copy to the department chair by October 1 of the academic year prior to the year of the sabbatical. The full proposal (and curriculum vitae) should be provided to the Faculty Development Committee and the chair by November 1. The Faculty Development Committee and the department chair should forward their recommendations to the dean by December 1.

#### **V. Procedures**

- A. The dean will make recommendations to the provost, who in turn will make independent recommendations to the president. The president has the ultimate authority to grant or deny a request for sabbatical leave.
- B. For accountability, the faculty member shall submit a report to the dean and provost summarizing the activities and accomplishments of the sabbatical during the semester immediately following completion of the sabbatical.