

College of Public Affairs Sabbatical Leave Policy

University of Baltimore

VI-6.2 Sabbatical Leave Policy –CPA

Revised and Approved by CPA Faculty Senate, October 3, 2023

I. The Sabbatical Leave

The sabbatical is a leave for one academic semester with full salary, or a leave for one academic year with half salary (plus full benefits and faculty privileges), in support of the professional growth of the faculty member. (Sabbaticals may not be used by faculty to pursue or complete a degree.)

II. Who May Apply

Any full-time faculty member who has been recommended by the college for tenure, who is not on a terminal contract, and who holds the rank of assistant professor or higher may apply for sabbatical leave if the following conditions will have been met before the beginning of the sabbatical leave:

1. Completion of six years' service as a full-time faculty member at the University of Baltimore;
2. Completion of six years' service as a full-time faculty member since a previous sabbatical at the University of Baltimore.

The faculty member returning from sabbatical must agree, as a condition of accepting the sabbatical that he/she will remain in service at the University of Baltimore for a period of one academic year beyond the end of the sabbatical period.

III. The Application

The applicant for any sabbatical leave shall submit a written application to the dean by the deadline set by the dean in coordination with the College of Public Affairs Executive Committee; this deadline will be no later than mid-January of the academic year before the one in which the sabbatical is to be taken. The application must contain at least the following information:

1. How the proposed activity relates to work already completed by the faculty member. The work should be clearly placed in the context of the long-range research or professional development goals of the faculty member.
2. The nature of the activities to be conducted, stated as precisely as is known. This information should include the dates during which the research activity will be conducted.
3. The products, outcomes, and results that are expected during the sabbatical. This should include any publications or professional achievements.

4. Supporting documents from those familiar with the applicant's plans or past work (optional).
5. A list of any financial, personal, or organizational support that is available or expected to aid in the sabbatical.

When a faculty member applies for a sabbatical, their Executive Director, after consultation with the school, must report on the effect the sabbatical will have on the school. Furthermore, if more than one person from any school is competing for sabbaticals, the school must rank the applications in its order of priority.

IV. Remuneration

The faculty may receive infrequent remuneration from outside organizations in such forms as royalties, expense reimbursements, and honoraria. This may include a short-term salary for the conduct or consequences of the research for which the sabbatical was granted or to accrue such salary during the period of the sabbatical.

Questions about the application of this restriction are to be resolved by the College of Public Affairs Executive Committee when it approves the application for sabbatical. If unanticipated changes in remuneration arise during the process of the sabbatical, the faculty member is obligated to report such changes to the dean, who shall rule on the permissibility of the changes, consulting with the College of Public Affairs Executive Committee if time permits.

V. Sabbatical Reports

During the semester after one returns from a sabbatical, the faculty member must file a report to the dean indicating what has been accomplished, and the faculty member is strongly encouraged to deliver a talk or a lecture before the college on his/her research undertakings and activities.