



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	10-11-54
<b>PCC ID #:</b>	NA
<b>Title:</b>	Amendment to the UMCP Policy on Sabbatical Leave for Faculty
<b>Presenter:</b>	Robert Schwab Chair, Faculty Affairs Committee
<b>Date of SEC Review:</b>	April 21, 2011
<b>Date of Senate Review:</b>	May 4, 2011
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. In a single vote</li> <li>3. To endorse entire report</li> </ol>
<b>Statement of Issue:</b>	Currently, the UMCP policy for sabbatical leave mandates that tenured faculty members must make their leave requests at least six months prior to the commencement of leave. There are circumstances such as the delay caused by tenure deliberations and last minute opportunities that do not allow for this mandate to be met. The current practice has been to consider these on a case-by-case basis. However, the Legal Office has advised that this practice should be made an official element of the policy.
<b>Relevant Policy # &amp; URL:</b>	II-2.00 (A) UMCP Policy on Sabbatical Leave for Faculty <a href="http://www.president.umd.edu/policies/ii200a.html">http://www.president.umd.edu/policies/ii200a.html</a>
<b>Recommendation:</b>	<p>The Faculty Affairs Committee recommends that the Senate approve the proposed amendments to the UMCP Policy on Sabbatical Leave for Faculty (II-2.00(A)).</p> <p>E. Application for Sabbatical Leave</p> <ol style="list-style-type: none"> <li>1. Application must be made at least six months prior to the commencement of the proposed sabbatical leave <b>except as provided in E.4.</b></li> <li>2. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.</li> <li>3. Applications must contain: <ol style="list-style-type: none"> <li>a. a detailed description of the project;</li> <li>b. the expected results of the project;</li> <li>c. a statement concerning the value of the project to the mission of UMCP, and to the faculty member's</li> </ol> </li> </ol>

	<p>professional development; and</p> <ul style="list-style-type: none"> <li>d. the date the faculty member became tenured at UMCP, and a description of responsibilities and accomplishments;</li> <li>e. the faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.</li> </ul> <p>4. The Department Chairperson or equivalent academic administrator has discretion to waive the six (6) month application period on a case-by-case basis upon submission of supporting justification, provided all applications are received on or by ninety (90) days prior to the commencement of the proposed sabbatical leave.</p>
<b>Committee Work:</b>	<p>The Senate Executive Committee (SEC) charged the Faculty Affairs Committee (FAC) with reviewing the proposed amendments to the UMCP Policy on Sabbatical Leave for Faculty (II-2.00(A)) on April 11, 2011. The FAC reviewed and discussed the charge, proposal, and proposed amendments at its April 14, 2011 meeting. After a thorough review, FAC concluded that the proposed amendments were appropriate and would incorporate the current practice into the official policy. However, the committee agreed to slightly alter the proposed language to include, "by ninety (90) days prior to the commencement of the proposed sabbatical leave," to allow for increased flexibility. The committee voted to approve the proposed amendments as revised.</p>
<b>Alternatives:</b>	<p>The current policy could remain unchanged and the current practice of reviewing these requests on a case-by-case basis without it being an official element of the policy could continue.</p>
<b>Risks:</b>	<p>The University could be held liable if they continue the practice without officially including it in the policy.</p>
<b>Financial Implications:</b>	<p>There are no financial implications.</p>
<b>Further Approvals Required:</b> <i>(*Important for PCC Items)</i>	<p>Senate and Presidential approval are required.</p>

Faculty Affairs Committee Report  
Amendment to the UMCP Policy on Sabbatical Leave for Faculty  
April 2011

## Background

Currently, the UMCP Policy on Sabbatical Leave for Faculty (II-2.00(A)) mandates that tenured faculty members must make their leave requests at least six months prior to the commencement of leave. There are circumstances such as the delay caused by tenure deliberations and last minute opportunities that do not allow for this mandate to be met. The current practice has been to consider these on a case-by-case basis. However, the Legal Office has advised that this practice should be made an official element of the policy. The Office of Faculty Affairs has proposed additional language for the policy to include situations of case-by-case exceptions.

## Committee Work

The Senate Executive Committee (SEC) charged the Faculty Affairs Committee (FAC) with reviewing the proposed amendments to the UMCP Policy on Sabbatical Leave for Faculty (II-2.00(A)) on April 11, 2011. The FAC reviewed and discussed the charge, proposal, and proposed amendments at its April 14, 2011 meeting. Dr. Juan Uriagereka, Associate Provost, Office of Faculty Affairs was present to explain the rationale behind the amendments. After a thorough review, FAC concluded that the proposed amendments were appropriate and would incorporate the current practice into the official policy. However, the committee agreed to slightly alter the proposed language to include, "by ninety (90) days prior to the commencement of the proposed sabbatical leave," to allow for increased flexibility. The committee voted to approve the proposed amendments as revised.

## Recommendation

The Faculty Affairs Committee recommends that the Senate approve the proposed amendments to the UMCP Policy on Sabbatical Leave for Faculty (II-2.00(A)).

### E. Application for Sabbatical Leave

1. Application must be made at least six months prior to the commencement of the proposed sabbatical leave [except as provided in E.4.](#)
2. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.
3. Applications must contain:
  - a. a detailed description of the project;
  - b. the expected results of the project;
  - c. a statement concerning the value of the project to the mission of UMCP, and to the faculty member's professional development; and
  - d. the date the faculty member became tenured at UMCP, and a description of responsibilities and accomplishments;
  - e. the faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.
4. [The Department Chairperson or equivalent academic administrator has discretion to waive the six \(6\) month application period on a case-by-case basis upon submission of supporting](#)

justification, provided all applications are received on or by ninety (90) days prior to the commencement of the proposed sabbatical leave.

Appendices

Appendix 1 Proposed Amendments

Appendix 2 Current Policy

Appendix 3 Charge and Proposal

## Proposed Sabbatical Policy Amendments

### II-2.00(A) UMCP Policy and Procedures on Sabbatical Leave for Faculty

The President shall grant sabbatical leaves to faculty members consistent with UMS Bylaws, Policies and procedures of the Board of Regents II-2.00, and the following guidelines:

#### A. Eligibility Requirements

1. Full-Time Faculty
  - a. Must be tenured at UMCP
  - b. Must have a minimum of six years full-time service at UMCP since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
  - c. Leave of absence without pay shall not be counted as service to UMCP for purposes of sabbatical leave.
  - d. Service at other UMS institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMCP.
  - e. Unless specifically stated otherwise, a faculty member engaged in compensated activities on behalf of the University, outside the academic program or unit shall be permitted to treat the period of such service toward eligibility for sabbatical leave.
2. Part-Time Faculty
  - a. Must be tenured at UMCP.
  - b. Must have a minimum of six years full-time service at UMCP since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
  - c. Leave of absence without pay shall not be counted as service to UMCP for purposes of sabbatical leave.
  - d. Part-time service at other UMS institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMCP.
  - e. Unless specifically stated otherwise, a faculty member engaged in compensated activities on behalf of the University, outside the academic program or unit shall be permitted to treat the period of such service toward eligibility for sabbatical leave

#### B. Duration of Sabbatical Leave

1. Full- and part-time faculty members may be granted sabbatical leave for either:
  - a. One-half the faculty member's annual contract period at full compensation; or
  - b. The full annual contract period at one-half normal compensation. (Example- twelve month contract- twelve month sabbatical at one-half compensation, or six month sabbatical at full compensation.)
2. The President may award sabbatical leave of greater than twelve months duration to a faculty member of long standing with distinguished and meritorious service to UMCP. In no case should sabbatical leave exceed twenty four months at one-half compensation.

### C. Considerations for Awarding Sabbatical Leave

1. Opportunity to conduct scholarly work and to increase the faculty member's value to UMCP in carrying out its mission.
2. Opportunity to conduct important research and increase the faculty member's standing in the professional community.
3. Disruption to the academic program or unit is minimized.

### D. Additional Compensation and Benefits

1. A faculty member will normally be permitted to accept only such grants, contacts, awards, fellowships, and other compensation as are given to support the approved sabbatical project. The approval of the President must be obtained prior to accepting any compensation beyond that provided by UMCP.
2. A faculty member will normally be permitted to accept compensation for consulting services consistent with UMCP policies on outside consulting. The prior approval of the President must be obtained.
3. A faculty member who receives compensations without the approval of the President, as required by this policy, will be required to return all compensation received from UMCP for the support of the sabbatical project.
4. All benefits available to the faculty member under normal service shall be available during sabbatical leave unless otherwise specified.

### E. Application for Sabbatical Leave

1. Application must be made at least six months prior to the commencement of the proposed sabbatical leave [except as provided in E.4.](#)
2. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.
3. Applications must contain
  - a. A detailed description of the project;
  - b. The expected results of the project;
  - c. A statement concerning the value of the project to the mission of UMCP, and the faculty member's professional development ; and
  - d. The date the faculty member became tenured at UMCP, and a description of the responsibilities and accomplishments;
  - e. The faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.
4. [The Department Chairperson or equivalent academic administrator has discretion to waive the six \(6\) month application period on a case-by-case basis upon submission of supporting justification, provided all applications are received on or by ninety \(90\) days prior to the commencement of the proposed sabbatical leave.](#)

### F. Approval Procedure

1. The Department Chairperson shall review each application for sabbatical leave and make a recommendation to approve, postpone or reject the application. The recommendations should clearly state;
  - a. The reasons for the decision including an appraisal of the project;

- b. Why the decision is consistent with this policy;
  - c. And assessment of the effect of the faculty member's absence on the academic program.
2. The application and review are to be forwarded to the Dean for recommendation and comment. The Dean shall determine whether any further recommendations are appropriate prior to forwarding the application to the Vice President for Academic Affairs.
3. Applications are routed through the Vice President for Academic Affairs to the President. The President, or a designee, may approve, postpone, or reject the application for sabbatical leave. The faculty member shall be notified of the decision by the Office of the Vice President for Academic Affairs, with copies of the decision to the Dean and the Department Chairperson. The faculty member shall receive a copy of any recommendations.
4. The notice of approval of sabbatical leave must contain:
  - a. The beginning and ending dates of the sabbatical leave;
  - b. The amount of compensation;
  - c. An agreement by the faculty member to return promptly to UMCP at the termination of the sabbatical, and to continue service at UMCP for a minimum of one year;
  - d. The specific project for which the sabbatical is granted.

#### G. Report Requirement

Within three months of returning from sabbatical leave, a faculty member must file a report containing the results of the project, and a detailed accounting of the activities undertaken during leave. The report is to be addressed to the Department Chairperson, with a copy to the Vice President for Academic Affairs.

## Appendix 2-Current Policy



# Consolidated USMH and UM Policies and Procedures Manual

University of Maryland  
Policies and Procedures

SEARCH SITE

## II-2.00(A) UMCP Policy on Sabbatical Leave for Faculty

APPROVED BY THE PRESIDENT 1 AUGUST 1991

The President shall grant sabbatical leaves to faculty members consistent with UMS Bylaws, Policies and Procedures of the Board of Regents [II-2.00](#), and the following guidelines:

### A. Eligibility Requirements

#### 1. Full-Time Faculty

- a. Must be tenured at UMCP.
- b. Must have a minimum of six years full-time service at UMCP since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
- c. Leave of absence without pay shall not be counted as service to UMCP for purposes of sabbatical leave.
- d. Service at other UMS institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMCP.
- e. Unless specifically stated otherwise, a faculty member engaged in compensated activities on behalf of the University, outside the academic program or unit shall be permitted to treat the period of such service toward eligibility for sabbatical leave.

#### 2. Part-Time Faculty

- a. Must be tenured at UMCP.
- b. Must have a minimum of six years of at least part time service at UMCP since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
- c. Leave of absence without pay shall not be counted as service to UMCP

for purposes of sabbatical leave.

- d. Part-time service at other UMS institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMCP.
- e. Unless otherwise stated, a faculty member engaged in compensated activities on behalf of UMCP, outside the academic program shall be permitted to treat such service toward eligibility for sabbatical leave.

#### H. Duration of Sabbatical Leave

1. Full- and part-time faculty members may be granted sabbatical leave for either:
  - a. one-half the faculty member's annual contract period at full compensation; or
  - b. the full annual contract period at one half normal compensation. (example-twelve month contract - twelve month sabbatical at one half compensation, or six month sabbatical at full compensation.)
2. The President may award sabbatical leave of greater than twelve months duration to a faculty member of long standing with distinguished and meritorious service to UMCP. In no case should sabbatical leave exceed twenty four months at one half compensation.

#### I. Considerations for Awarding Sabbatical Leave

1. Opportunity to conduct scholarly work and to increase the faculty member's value to UMCP in carrying out its mission.
2. Opportunity to conduct important research and increase the faculty member's standing in the professional community.
3. Disruption to the academic program or unit is minimized.

#### J. Additional Compensation and Benefits

1. A faculty member will normally be permitted to accept only such grants, contacts, awards, fellowships, and other compensation as are given to support the approved sabbatical project. The approval of the President must be obtained prior to accepting any compensation beyond that

provided by UMCP.

2. A faculty member will normally be permitted to accept compensation for consulting services consistent with UMCP policies on outside consulting. The prior approval of the President must be obtained.
3. A faculty member who receives compensation without the approval of the President, as required by this policy, will be required to return all compensation received from UMCP for the support of the sabbatical project.
4. All benefits available to the faculty member under normal service shall be available during sabbatical leave unless otherwise specified.

#### N. Application for Sabbatical Leave

1. Application must be made at least six months prior to the commencement of the proposed sabbatical leave.
2. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.
3. Applications must contain:
  - a. a detailed description of the project;
  - b. the expected results of the project;
  - c. a statement concerning the value of the project to the mission of UMCP, and to the faculty member's professional development; and
  - d. the date the faculty member became tenured at UMCP, and a description of responsibilities and accomplishments;
  - e. the faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.

#### O. Approval Procedure

1. The Department Chairperson shall review each application for sabbatical leave and make a recommendation to approve, postpone or reject the application. The recommendation should clearly state:
  - a. the reasons for the decision including an appraisal of the project;
  - b. why the decision is consistent with

- this policy;
- c. an assessment of the effect of the faculty member's absence on the academic program.
2. The application and review are to be forwarded to the Dean for recommendation and comment. The Dean shall determine whether any further recommendations are appropriate prior to forwarding the application to the Vice President For Academic Affairs.
  3. Applications are routed through the Vice President for Academic Affairs to the President. The President, or a designee, may approve, postpone, or reject the application for sabbatical leave. The faculty member shall be notified of the decision by the Office of the Vice President for Academic Affairs, with copies of the decision to the Dean and the Department Chairperson. The faculty member shall receive a copy of any recommendations.
  4. The notice of approval of sabbatical leave must contain:
    - a. The beginning and ending dates of the sabbatical leave.
    - b. The amount of compensation.
    - c. An agreement by the faculty member to return promptly to UMCP at the termination of the sabbatical, and to continue service at UMCP for a minimum of one year.
    - d. The specific project for which the sabbatical is granted.

P. Report Requirement

Within three months of returning from sabbatical leave, a faculty member must file a report containing the results of the project, and a detailed accounting of the activities undertaken during the leave. The report is to be addressed to the Department Chairperson, with a copy to the Vice President for Academic Affairs.





**University Senate  
CHARGE**

<b>Date:</b>	April 11, 2011
<b>To:</b>	Robert Schwab Chair, Faculty Affairs Committee
<b>From:</b>	Linda Mabbs Chair, University Senate 
<b>Subject:</b>	Amendment to the UMCP Policy on Sabbatical Leave for Faculty
<b>Senate Document #:</b>	10-11-54
<b>Deadline:</b>	April 14, 2011

The Senate Executive Committee (SEC) requests that the Faculty Affairs Committee consider the proposed amendments to the II-2.00(A) UMCP Policy on Sabbatical Leave for Faculty.

Currently, the UMCP policy for sabbatical leave mandates that tenured faculty members must make their leave requests at least six months prior to the commencement of leave. There are circumstances such as the delay caused by tenure deliberations and last minute opportunities that do not allow for this mandate to be met. The current practice has been to consider these on a case-by-case basis. However, the Legal Office has advised that this practice should be made an official element of the policy. The attached proposal outlines the suggested revisions to help codify the practice into our existing policy. The Faculty Affairs Committee should consider whether these amendments and the proposed April 30<sup>th</sup> deadline are appropriate.

The Office of Faculty Affairs has requested that we expedite this review so that the revisions can be implemented by the end of this academic semester. Therefore, we ask that you submit your report and recommendations to the Senate Office no later than April 14, 2011. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.



## University Senate PROPOSAL FORM

<b>Name:</b>	Juan Uriagereka, Associate Provost for Faculty Affairs
<b>Date:</b>	April 6, 2011
<b>Title of Proposal:</b>	Amendment to the UMCP Policy on Sabbatical Leave for Faculty (II.200 (A))
<b>Phone Number:</b>	301-405-4252
<b>Email Address:</b>	juan@umd.edu
<b>Campus Address:</b>	1119 Main Administration Building
<b>Unit/Department/College:</b>	Office of Faculty Affairs
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Faculty, Administration
<b>Description of issue/concern/policy in question:</b>	Currently, UMCP Policy for Faculty Sabbatical Leave mandates that tenured faculty make their leave requests at least six months prior to the commencement of leave. This has created complications, among other instances, when requested by faculty who are in the process of tenure deliberations. These are typically resolved by April, and thus automatically force new Associate Professors to miss on sabbatical opportunities starting September. Similarly, this dated requirement results in missed opportunities for tenured faculty who receive appointments to programs necessitating a quick response.
<b>Description of action/changes you would like to see implemented and why:</b>	When faculty wish to take sabbatical leave or are presented with outside opportunities necessitating such leave, the academic department head should be able to approve or deny, even when the mandated deadline is past. This would ease complications for those faculty awaiting tenure decisions as well as enable appointment of faculty to programs advantageous to the faculty and UMCP.
<b>Suggestions for how your proposal could be put into practice:</b>	Additional language is proposed for the Policy to include case-by-case exceptions to the six-month request timeframe at the discretion of the Department Chair or equivalent administrator. [Please see attached excerpt from Policy II.200(A) with additional exception E.4] A proposed date of April 30 is suggested for limiting these exceptions, since by that time tenure cases are normally resolved. This date is negotiable.

**Additional Information:**

University System of Maryland Policy has no restriction for when sabbatical leave may be requested.  
There are no known significant financial implications with this proposal.

## II.200(A) UMCP Policy and Procedures on Sabbatical Leave for Faculty

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### E. Application for Sabbatical Leave

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2. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.
3. Applications must contain:
  - a. a detailed description of the project;
  - b. the expected results of the project;
  - c. a statement concerning the value of the project to the mission of UMCP, and to the faculty member's professional development; and
  - d. the date the faculty member became tenured at UMCP, and a description of responsibilities and accomplishments;
  - e. the faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.
4. [The Department Chairperson or equivalent academic administrator has discretion to waive the six \(6\) month application period on a case-by-case basis upon submission of supporting justification, provided all applications are received on or before April 30.](#)

### F. Approval Procedure

1. The Department Chairperson shall review each application for sabbatical leave and make a recommendation to approve, postpone or reject the application. The recommendation should clearly state:
  - a. the reasons for the decision including an appraisal of the project;
  - b. why the decision is consistent with this policy;
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