



Procedure for Processing Sabbatical Leave Requests

Responsible Administrator: Dean

Sponsoring Unit: Dean's Office

Effective Date: 04/08/2008

Last Reviewed: 01/21/20

Next Scheduled Review: 10/2023

POLICY STATEMENT

This procedure provides the terms and conditions under which the president of the University of Maryland, Baltimore (UMB) may grant sabbatical leave to tenured faculty members of the University of Maryland School of Nursing (UMSON) and outlines the procedures governing application for sabbatical leave by faculty.

RATIONALE

The granting of sabbatical leaves of absence is intended for the mutual benefit of the University and the person granted such a leave. Sabbatical leaves may be granted to faculty members to provide a period of creative activity for the purpose of furthering professional competence. The granting of such leave will in no case be automatic, and each request for sabbatical leave will be judged on its own merits and the availability of adequate fiscal and human resources; it is anticipated that no more than one leave per academic department, and no more than two per UMSON, can be granted by UMSON per academic year. All decisions are at the discretion of the department and the School, with the final decision being the dean's.

SCOPE

This policy applies to faculty members meeting the following criteria:

- Faculty member must be tenured.
- Faculty member must have completed:
 - At least six years of service before beginning a sabbatical leave or
 - At least six years of service since the last sabbatical leave.
- Faculty member must agree to return to the University for at least one year following completion of the sabbatical leave.

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

USM, UMB, or Other External Policies, Statutes, and Regulations

The School of Nursing follows the policies of:

- University System of Maryland [26.0 II – 2.00 – Policy on Sabbatical Leave for Faculty](#)¹
- UMB [II-2.00\(A\) UMB Policy on Sabbatical Leave for Faculty](#)²

CONTACTS

Questions should be directed to the faculty member's department chair and/or to the dean.

RESPONSIBILITIES

Faculty

- Submits required documents to department chair at least six months prior to proposed beginning of sabbatical leave.
- Agrees to terms of sabbatical leave, if granted, by signing faculty agreement form.
- Submits report of activities during leave within six weeks of return.

Department Chair

- Consults with the appropriate academic associate dean(s).
- Submits a recommendation to the dean at least five months prior to proposed leave.

Dean

- Considers request and, if approved, forwards to UMB chief academic and research officer and senior vice president for review and approval at least four months prior to beginning of requested leave.

PROCEDURES

1. The faculty member, at least six months prior to the proposed beginning of the sabbatical leave, submits the following documents to the department chair:

¹ <http://www.usmd.edu/regents/bylaws/SectionII/II200.pdf>

² <https://www.umaryland.edu/policies-and-procedures/library/faculty/policies/ii-200a.php>

- a. A signed letter that includes:
 - i. Name of the faculty member
 - ii. Dates of the proposed sabbatical
 - iii. Description of compensation (half pay or full pay and other agreements regarding external compensation)
 - iv. Description of the faculty plan of activities and how it will benefit the faculty program of scholarship, UMSON, and UMB
 - v. Plan delineating how the faculty member's regular responsibilities will be met during the absence.
 - b. Statement signed by the faculty member, agreeing to the terms of the sabbatical leave, if granted (Appendix A).
2. The department chair, in consultation with the academic associate dean(s) and in consideration of UMSON budgetary resources, human resources, teaching needs, and the availability of external funding support for the leave (fellowship, visiting professorship, etc.), submits a recommendation to the UMSON dean at least five months prior to the proposed beginning of the sabbatical leave.
 3. Requests approved by the dean will be forwarded to the UMB chief academic and research officer and senior vice president for review and approval at least four months before the proposed beginning of the requested leave.
 4. If the sabbatical is approved, the faculty member will submit a summary report on the sabbatical activities to the UMSON dean and UMB chief academic and research officer and senior vice president within six weeks of return to normal duties.

GUIDELINES


It is recommended that the faculty member meet with the department chair and the appropriate academic associate dean(s) approximately 12 months prior to the proposed beginning of a sabbatical leave to discuss the faculty member's plans and to review procedures and timelines.

APPENDIX

Appendix A. Sabbatical Leave Application Faculty Agreement

DATE AND SIGNATURE

Date: January 21, 2020

Approved by the Dean: 

Appendix A

SCHOOL OF NURSING UNIVERSITY OF MARYLAND, BALTIMORE

Sabbatical Leave Application Faculty Agreement

If my application for a sabbatical leave is approved, and I take a sabbatical:

- (1) I will submit a report of my activities during the leave to the University of Maryland School of Nursing dean and the University of Maryland, Baltimore (UMB) chief academic and research officer and senior vice president within six weeks of the expiration of the leave, and
- (2) I will return to UMB following the completion of the leave and serve on my normal basis for at least one academic year.

I understand that if I do not return to UMB, UMB will incur financial injury and may seek compensation by means including, but not limited to, forfeiture of my annual, personal, and holiday leave balances upon separation from employment.

Faculty Member Signature

Date