

University of Massachusetts Dartmouth

Sabbatical Leave Application Form

Introduction

A faculty sabbatical leave¹ is a privilege granted to qualified academic appointees to enable them to engage in intensive scholarship and/or study programs and thus enhance their subsequent service to the University by increasing their effectiveness as scholars. An individual on regular sabbatical leave is expected to devote full time to research, writing, or equivalent approved activity.

A librarian's sabbatical leave provides an opportunity to increase knowledge, further scholarship, expand skills, and enhance professional development. The common objective is to enhance the librarian's capacity for service to the University Libraries.

Goal

A sound program of sabbatical leave is vital to the University because it provides faculty members or librarians with the opportunity for continued professional growth and new or renewed intellectual achievement through study, research, scholarship, writing, or artistic endeavors.

Purpose of Sabbatical Leave

The University of Massachusetts Dartmouth promotes the search for new knowledge and its transmission through discovery, learning, and engagement. To maintain the high level of academic excellence necessary to achieve these objectives, it is important for faculty and librarians to update and strengthen their professional skills periodically. Sabbatical leave provides faculty and librarians with the release time needed to work with other scholars, conduct field research, engage in creative activity, and/or travel to other libraries, archives, and research centers. The University invests in sabbatical leave with the expectation that the leave will significantly enhance the faculty's or librarian's capacity to contribute to the University's mission. Sabbaticals are not granted to revise textbooks, retrain for a different position, merely visit locations of interest, perform full-time work at another institution, or complete a terminal degree. Full-pay sabbatical leaves are not granted to individuals employed full-time or part-time at another institution.

Terms and Conditions

Sabbatical leaves for faculty shall be for (a) one semester at full pay, or (b) one academic year at half-pay, or (c) one semester at half-pay. Fall sabbaticals begin on September 1 and end on January 15th of the following year. Spring sabbaticals are from January 16th through May 31st. Under exceptional circumstances, with the approval of the chair, dean, and provost, a one-year, half-pay sabbatical may span two academic years (one calendar year spanning spring-summer-fall terms).

Sabbatical leave for librarians shall be for a half year, starting July 1 or January 1.

A subsequent sabbatical leave may not begin before an individual has completed full-time service for six years (72 months) since the end of the most recent sabbatical leave. If a sabbatical is for one semester at half-pay, a subsequent sabbatical leave may not begin

¹ Before submitting an application for a sabbatical leave, please review the Trustees/Faculty Federation *Agreement*, Article IX, sections B and C which describe the procedures and policies that pertain to sabbatical leave applications. Some of the important contractual policies regarding sabbaticals are cited on the next page.

before an individual has completed full-time service for three years (36 months) since the end of the most recent sabbatical leave.

Leave Criteria

A sabbatical leave is granted based on the following criteria:

- a) A record of achievement, service, and contribution during the years of service prior to the leave period that provides a reasonable expectation that the objectives of the sabbatical project will be achieved.
- b) A sabbatical leave project that promises to contribute to the development of the faculty member or librarian in areas of research, creative or scholarly activity, and/or professional service capability (for librarians) and will benefit the institution as a whole upon the participant's return to the university for at least one year following the end of the sabbatical leave.

Recommendations by department chairs and deans for the award of sabbatical leave should explain how these criteria have been or will be met.

Reimbursement for Travel during Sabbatical Leave:

The cost of travel related to presentations at conferences while on sabbatical leave is reimbursable from appropriate grants, indirect cost recoveries, and miscellaneous revenue accounts with approval from the Chair and Dean, as required by University policies. One-time travel to and from a remote working location may be supported by indirect recovery or a miscellaneous revenue account. These costs should be detailed in the sabbatical application and approved at the time the sabbatical leave is approved. In general, living and other incidental costs are not reimbursable.

Applications are due in the Provost's Office by December 1st.

Applications are due to the department by October 1, 2024, for sabbatical leaves to be taken during the academic year 2025-2026.

Name of applicant: _____

Department: _____

Title of proposal: _____

Type of sabbatical leave requested:

_____ full pay for fall 2025

_____ full pay for spring 2026

_____ half pay for the full academic year 2025-2026

_____ half pay for fall 2025 semester _____; or for spring 2026 semester _____

Date and type of most recent previous sabbatical leave: _____

Faculty sabbatical leave applications are submitted to the Department Chair and are evaluated by the Department Faculty Evaluation Committee, the Chair, and the Dean. Librarians should submit their applications to their Division Head. A copy of this application form should also be submitted to the Dean. Faculty/librarians may request sabbatical leave by submitting a written proposal containing the following general information:

1. Detailed outcomes of the last sabbatical, beyond the sabbatical report that is filed immediately upon the return from the sabbatical leave.
2. Purpose of the proposed sabbatical, along with the goals, significance, approach, specific plans, expected outcomes, potential impact of the proposed sabbatical work, and how the leave criteria have been addressed.
3. The location where the leave is to be taken; letters of support from collaborators, where applicable.
4. Benefits the faculty member or the librarian believes will accrue to the University as a result of the sabbatical.

University Obligations while on Sabbatical Leave

Although there are exceptions to the norm, the University recognizes that there is particular value in faculty spending a substantial part of the sabbatical leave away from campus. It ensures a break from the campus routine, provides fresh perspectives that cannot typically be obtained during normal academic duties on campus, and enhances the institution's reputation through increased contact with external institutions. To reinforce this goal, individuals on sabbatical leave shall recuse themselves from all campus obligations during the sabbatical term, including committees at the academic unit, college, and university levels. Faculty on sabbatical may choose to participate in personnel actions for tenure and promotion. However, they are encouraged to maintain contact with graduate advisees or to make other arrangements so that a student's progress will not be slowed because of a faculty member's absence.

Faculty and librarians on sabbatical leave remain subject to all University policies, including intellectual property, conflict of interest, and outside consulting activities.

If I am granted a sabbatical leave, I hereby agree to return to my employment at the University of Massachusetts Dartmouth for at least one year following the end of the sabbatical leave.

I certify that this information is complete and correct.

Signature: _____