

UMCES Policy II 2.00

II-2.00 UMCES POLICY AND PROCEDURES ON SABBATICAL LEAVE FOR FACULTY

APPROVED BY THE PRESIDENT on April 3, 2012

The President shall grant sabbatical leaves to University of Maryland Center for Environmental Science (UMCES) faculty members consistent with USM Bylaws, Policies and Procedures of the Board of Regents II-2.00, and the following guidelines:

I. Purpose:

The primary purpose of a sabbatical leave is to afford opportunity to the faculty member to conduct scholarly or creative work in order to increase his/her professional standing and value to the institution.

II. Eligibility:

Sabbatical leave may be granted to a full or part-time faculty member who has attained tenure in professorial rank and must have been on active service with UMCES for a period of at least six (6) years, subsequent to any previously granted sabbatical leave.

Leave of absence without pay shall not be counted as service to UMCES for purposes of sabbatical leave.

Service at other USM institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMCES.

III. Time Period:

For twelve (12)-month appointees, sabbatical leave, if granted, usually will be for one (1) six (6)-month period on full pay, or for one (1) twelve (12)-month period on one-half (1/2) pay.

In certain exceptional and meritorious circumstances, and where long and distinguished service to the UMCES may strongly justify, approval may be granted for a sabbatical period of more than twelve (12) months, but in no case for more than twenty-four (24) months on one-half (1/2) pay.

IV. Formal Request:

The faculty member will, at least six (6) months prior to the beginning of the proposed leave period, submit a formal written request to the Laboratory Director, setting forth clearly the nature of the proposed sabbatical project, and his/her reasons for believing that the project will be professionally beneficial both to the applicant and UMCES. On a case-by-case basis and upon submission of supporting justification, the sabbatical request may be considered by the Laboratory Director, provided all material is received on or by ninety (90) days prior to the beginning of the proposed sabbatical leave.

The Laboratory Director will notify the faculty member within fifteen (15) days as to whether or not the sabbatical request will be recommended and forwarded to the President. If the request is not recommended, the notice to the faculty member shall include the reason(s) why not.

If the request is recommended, the written request, together with an endorsement from the Laboratory Director including affirmation that the faculty member's service can be spared during the sabbatical leave period, will be forwarded to the President for final action. The President will respond indicating the approval, or not, within fifteen (15) days to the Laboratory Director with a copy to the faculty member. If it is not approved, the notice will include the reason (s) why.

V. Conditions:

The faculty member applying for sabbatical leave must, as a condition for being granted leave, agree to return promptly to the University at the termination of the sabbatical period and to remain in service at UMCES for at least one (1) year.

VI. Benefits:

All benefits and privileges of a faculty member on sabbatical leave shall be continued in the same manner as if he/she were not on such leave. However, if the sabbatical leave is for the full annual contract period at one-half (1/2) normal compensation, sick leave, annual leave and creditable service for retirement will be pro-rated at one-half (1/2) of normal earnings.

VII. Other Compensation:

The faculty member on sabbatical leave will be permitted to accept, in addition to the pay he/she receives from the University, compensation from only such awards, grants, contracts, fellowships, et cetera, as may also be given in aid of the approved sabbatical project, the primary purpose of the sabbatical leave being to afford opportunity to the faculty member to increase his/her scholarly attainment.

While on sabbatical leave, the faculty member may accept compensation for occasional consulting services rendered provided that service conforms to the University's policy on consulting services and will not interfere with their approved sabbatical leave project. This compensation for consulting services shall not be considered payments of salaries or wages.

VIII. Report upon Return:

Within three (3) months of his/her return from sabbatical leave, faculty members will send to their Laboratory Director and President a written summary report of their sabbatical activities, including a review of their work while on leave, a statement of publications prepared or anticipated, and their own assessment of the success of their leave.