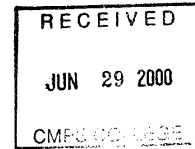




# UNIVERSITY OF MARYLAND

OFFICE OF THE ASSOCIATE PROVOST FOR FACULTY AFFAIRS

1119 Main Administration Building  
College Park, Maryland 20742-5031  
301.405.4252 TEL 301.405.7139 FAX



June 27, 2000

## MEMORANDUM

**TO:** Deans and Department Chairs

**FROM:** Ellin K. Scholnick *ek*  
Associate Provost for Faculty Affairs

**SUBJECT:** Sabbatical Leave Requests

Recently the practice of giving sabbaticals has come under attack by state legislatures. At the same time, some applications for sabbaticals have been filled out without much amplification of the concrete plans for use of time and the benefits to the faculty member's scholarly and teaching career and to the university upon the faculty member's return. In the future, sabbatical requests will be given closer scrutiny. In most cases, sabbatical applications already contain sufficiently detailed plans for a sabbatical and a letter from the department chair and/or dean supporting and justifying the request. Consequently, it is possible to make an informed judgment on the appropriateness of the sabbatical request. However, to insure rapid and careful processing of future applications, I am reminding you of the application procedures for sabbaticals and enclosing an application form. We will try to place the form on the web in the near future.



## Instructions for Submitting a Sabbatical Leave Request 1/08

1. Applicants for a sabbatical will initiate the request by filling out and signing the accompanying sabbatical leave request form accompanied by a proposal letter. The **Sabbatical Leave Form** should include information on the dates of the sabbatical leave and the faculty member's agreement to comply with the university's sabbatical leave policy. The dates of the request should agree with the type of appointment the faculty member holds. A 12-month faculty member may request any 6- or 12-month period. If a faculty member has a 9.5 -or 10-month appointment, use the following dates:

	9.5 mo. Faculty	10-mo. Faculty
Fall semester	8/17-1/07	8/17-1/15
Spring semester	1/8-5/31	1/8-6/15
Academic year	8/17-5/31	8/17-6/15

**The letter of request** should describe

- the project
  - the benefit from this project to the faculty member in the areas of research and/or instruction
  - travel/study plans
  - any products that might result from the sabbatical
2. These materials should be submitted to the **Department Chair** who is responsible for verifying the eligibility of the applicant and completing the form. The department chair should write a brief letter that explains why the faculty member *merits* a sabbatical. It is expected that the sabbatical advances the career of a productive faculty member by enhancing the faculty member's research program and /or instruction. Sabbaticals must be more than automatic awards for service. Additionally, the faculty member must have completed 12 semesters of *full-time* (100%) service to UMCP at the time of an initial request or since the previously granted sabbatical leave. Semesters when the applicant was on an approved Leave of Absence Without Pay (LWOP) or partial LWOP do NOT count toward service toward a sabbatical.
- In cases where the applicant holds a joint appointment, it will be the responsibility of the primary department to obtain the signature of approval from the secondary unit.
3. The department will then submit the form with the faculty member's letter of request and the chair's letter of endorsement to the **Dean** for approval.
4. The Dean must sign the form and forward it to the Personnel and Budget Section of the Office of the Senior Vice President for Academic Affairs and Provost (SVPAAP), 2117 Mitchell Building.
5. After a decision is reached by the Associate Provost for Faculty Affairs, a letter will be sent to the applicant, with copies to the Chair, Dean, and payroll and personnel officers. The original material will be kept in the Office of the SVPAAP (Personnel and Budget Section)