



UNIVERSITY OF MASSACHUSETTS
AMHERST

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September 1, 2007

MEMORANDUM TO: Deans, Directors, Department Heads, Chairpersons,
Faculty Members and Librarians

SUBJECT: Sabbatical Leave Applications for 2008-2009

Application forms for 2008-2009 sabbatical leaves have been sent to the deans' offices for distribution as needed. The application form should be prepared in quadruplicate (one copy each for the Provost, dean, department head, and individual faculty member), and the approval form in triplicate (one copy each for the Provost, dean, and department head). Applications for sabbatical leave beginning in either semester of the 2008-2009 academic year will be due in department offices November 2, 2007, in dean's offices December 7, 2007 and in the Provost's Office on January 28, 2008, notification of approval will be by March 7, 2008. The dates for sabbatical leave for academic year faculty for 08-09 are: full year sabbatical leave – 9/1/08-8/31/09, first semester – 9/1/08-1/24/09, second semester – 1/25/09-8/31/09. Because academic leave plans are frequently subject to change, faculty members should be informed that post-submission requests to change from half-year (full-pay) sabbaticals to full-year (half-pay) sabbaticals are easier to approve than changes in the opposite direction. Requests to change must be submitted prior to March 23, 2008, and may be disapproved if budget conditions require. Any changes processed will require the submission of a new signed agreement by the faculty member to comply with Trustee policy on the service obligation following sabbatical leave.

The general criteria governing the award of sabbatical leaves are set forth in Section 4.13 of the Academic Personnel Policy (Redbook). This section provides:

In addition to the provisions of University sabbatical leave policy, the general criteria for the award of sabbatical leaves, subject to the availability of funds and a request by the faculty member, are the following:

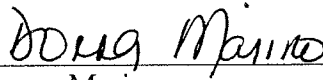
(a) A record of achievement, service, and contribution during the years of service prior to the leave period that provides reasonable expectation that the objectives of the sabbatical project will be achieved.

(b) A sabbatical leave project which promises to contribute to the development of the faculty member in areas of teaching; of research, creative or scholarly activity; and/or of professional service capability, and hence contribute to the institution as a whole upon the return to the University for at least one year following the academic year in which the sabbatical leave

takes place.

Recommendations by department heads and deans for the award of sabbatical leaves should contain statements explaining why they believe these criteria have been met.

Special notice should be made of the requirement that each faculty member awarded a sabbatical leave prepare a report of his or her activities and accomplishments while on leave, and file copies of this report with the department head, academic dean, Provost, and Chancellor. Department heads should insure that all faculty members in their departments who took sabbatical leaves during 2006-07 have prepared these reports, and should submit a summary assessment of their contributions and importance. Deans should forward the departmental assessments to the Provost's Office by January 28, 2008, with an overall evaluation of sabbatical leave accomplishments in their school, college.



Donna Marino

Director of Academic Personnel