



UNIVERSITY OF MASSACHUSETTS
AMHERST

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September 1, 2008

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

SUBJECT: Sabbatical Leave Applications for 2009-2010

Application forms for 2009-2010 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/Chair, and individual faculty member), and the approval form in triplicate (one copy each for the Provost, Dean, and Department Head/Chair). Applications for sabbatical leave beginning in either semester of the 2009-2010 academic year will be due in department offices November 7, 2008, in Dean's offices December 12, 2008 and in the Provost's Office on January 30, 2009; notification of approval will be by March 13, 2009. The dates for sabbatical leave for academic year faculty for 09-10 are: full year sabbatical leave – 9/1/09-8/31/10; first semester – 9/1/09-1/16/09; second semester – 1/17/09-8/31/09. 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 27, 2009, 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:

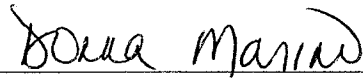
(a) A record of achievement, service, and contribution during the years of service prior to the leave period that provides reasonable expectation that the objectives of the sabbatical project will be achieved.

(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 2007-08 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 30, 2009, with an overall evaluation of sabbatical leave accomplishments in their school, college.

A handwritten signature in cursive script that reads "Donna Marino". The signature is written in black ink and is positioned above a horizontal line.

Donna Marino

Director of Academic Personnel

UNIVERSITY OF MASSACHUSETTS

SABBATICAL LEAVE POLICY

1. The purpose of the sabbatical leave is to provide uninterrupted opportunity at regular intervals for the professional staff for teaching improvement, writing, research, professional improvement, scholarly pursuits, or to gain new information and experience in order to remain current in one's field.
2. All members of the professional staff who hold the rank of Instructor or above, and who have given the University at least six years of service, shall be considered eligible for sabbatical leave and may apply. Sabbatical leaves will be awarded after thorough review and evaluation of the merits of the individual leave proposal.
3. Full-time faculty previously on part-time appointments will be given equivalent credit for part-time service (e.g., eight years at $\frac{1}{2}$ time and two years at full time = six years) and will be eligible for sabbatical leave based on current full-time salary. Part-time faculty will be eligible for sabbatical leave based on part-time salary after six years of part-time service.
4. Faculty members with at least six years of full-time service may be granted sabbatical leave as follows. For those on academic year appointments: a) two consecutive semesters at half salary, or b) one semester at full salary, or c) two non-consecutive semesters at half salary. For those on calendar year (or "A") appointments: a) eleven consecutive months at half salary, or b) five-and-one-half months at full salary, or c) two non-consecutive five-and-one-half month periods at half salary. For teachers, the leave shall coincide with the semesters of the academic calendar.
5. Sabbatical leaves under 4a and 4b shall not be granted more frequently than once in seven years, with two exceptions: first, that a faculty member otherwise eligible for a sabbatical leave who, on the request of the department head and with the approval of the dean, postpones application for one year, will be eligible for a subsequent leave in the sixth year of service after return to the University; and second, that a faculty member serving in an administrative position who, with the approval of the Provost, postpones application for up to three years, will be eligible for a subsequent leave in the seventh year of service after the postponed sabbatical leave would otherwise have been taken.

Sabbatical leaves under 4c shall not be granted more frequently than once in any three-year period and may not be taken within the same three-year period as any leave taken under 4a or 4b unless one of the leaves has been administratively postponed as described above.

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6. Members who are on full salary sabbatical leave may not engage in salaried employment in this country or elsewhere, however desirable the experience. This does not preclude acceptance of scholarships, fellowships, or grants for the purpose of research and study for which no services are required, or Fulbright lectureships when teaching is combined with research. A faculty member on a half-salary sabbatical leave may, with the prior approval of the Dean and Provost, accept outside remuneration for work directly relevant to his or her teaching, research, creative or professional activity, or service.
7. Recipients of a sabbatical leave must return to duty for at least one year of service immediately following the expiration of the leave. Postponement of the required return may be approved by the Chancellor, with the concurrence of the President, when there are sound reasons for doing so and when the faculty member has acknowledged in writing that his or her obligation to return for a full year of service remains in effect; all such postponements will be reported to the Board of Trustees. Failure to return will obligate the member to refund the salary received during the sabbatical leave, unless an exception is made by the Board of Trustees.
8. Each recipient shall, upon return, file copies of a report of activities and their results with President, Provost, Dean, and Department Head.

MEASURING ELIGIBILITY FOR SABBATICAL LEAVES

Paragraph two of the Sabbatical Leave Policy states that members of the professional staff "who hold the rank of Instructor or above, and who have given the University at least six years of service" are eligible to apply. It has been common practice to measure eligibility for sabbatical leaves by semesters, so that one semester leaves without pay and reductions in time can be subtracted from the individual's period of service in computing the twelve semesters (or six years) of service required to establish eligibility. Counting purely by semesters, however, creates the risk of ignoring that part of the policy (paragraph five) which provides that "Sabbatical Leaves shall not be granted more frequently than one in seven years." Thus, if an individual had taken a fall semester sabbatical leave in the academic year N and were to claim eligibility for the next one semester, full pay sabbatical leave twelve semesters after his or her return, he or she would appear to be eligible again in the spring semester of academic year N+6. This would be contrary to policy as it would provide a sabbatical more frequently than once in seven years.

Therefore, the counting of semesters of service should begin with the first semester of service in the academic year following the latest sabbatical leave in which all or part of the leave was taken. That means it would make no difference to a faculty member's eligibility for the next sabbatical leave whether the preceding leave was a fall semester, spring semester, or a full year leave. Thus, the sabbatical eligibility year of persons who have had a sabbatical leave during any or all of academic year N (e.g. 02-03) and who have had uninterrupted, full time service after returning, would be academic year N+7 (2009-2010).

For a faculty member whose initial appointment begins in academic year N and who has had continuous, full time service, the first sabbatical leave eligibility would be academic year N+6.

POSSIBLE OPTIONS FOR SABBATICAL LEAVE

02-03 (Year 1)	4a*	4a	4b**	4b	4c***
03-04 (Year 2)					
04-05 (Year 3)					
05-06 (Year 4)		4c		4c	4c
06-07 (Year 5)		4c		4c	4c
07-08 (Year 6)					
08-09 (Year 7)					
09-10 (Year 8)	4a, b, or c	4c	4a, b, or c	4c	4a, b, or c

*4a - A sabbatical leave under paragraph 4a of the sabbatical leave policy which allows leave for two consecutive semesters at half salary.

**4b - A sabbatical under paragraph 4b of the sabbatical leave policy, which allows leave for one semester at full salary.

***4c - A sabbatical under paragraph 4c of the sabbatical leave policy, which allows leave for two non-consecutive semesters at half salary. 4c: leave is taken either in year four or five.

UNIVERSITY SABBATICAL LEAVE PROCEDURE

This statement is for the attention of all those members of the staff who are concerned with sabbatical leave applications and procedures:

Applicants will file sufficient copies of their request to meet the needs of the department and the college or school concerned. All requests will be evaluated and recommendations made by the respective Department Head, Dean and Provost. All requests must provide the following information:

- a. The proposed period of sabbatical leave.
- b. Its purpose and the location; (e.g., if an applicant has received an invitation to do research on another campus, he/she should include a copy of the letter of invitation). Off-campus leaves will receive higher priority.
- c. The progress the applicant has made on the project previous to the date of application, and the expected date of its completion.
- d. The prospects of publication of the results.
- e. Whether application for other financial assistance has been made, and whether acceptance of a sabbatical leave will be contingent in any way upon the receipt of a grant from other sources.
- f. Any other contingencies which might affect the acceptance of the leave.
- g. An estimate of the value of a sabbatical leave to the faculty member and to the University.
- h. A bibliography of scholarly work previously published.
- i. Answers to the questions on the sabbatical leave application form.

All applications must be signed by the applicant in both spaces provided.