

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 ½ 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 subsequent leave in the seventh year of service after the postponed sabbatical leave would otherwise have been taken.

Sabbatical leave 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.

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.