

September 1, 2009

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

SUBJECT: Sabbatical Leave Applications for 2010-2011

Application forms for 2010-2011 sabbatical leaves are available at <http://www.umass.edu/provost/faculty/documents/2009sableaveletterandapplication.doc>. The application form should be completed by the faculty member and submitted to the Department Head/Chair for evaluation and completion of the approval form. Both the application and approval form should then sent to the Dean. The Dean will evaluate the sabbatical request and forward the application and approval form to the Provost. Applications for sabbatical leave beginning in either semester of the 2010-2011 academic year will be due in department offices November 6, 2009, in Dean's offices December 14, 2009 and in the Provost's Office on January 29, 2010; notification of approval will be by March 19, 2010. The dates for sabbatical leave for academic year faculty for 10-11 are: full year sabbatical leave – 9/1/10-8/31/11; first semester – 9/1/10-1/15/11; second semester – 1/16/11-8/31/11. Because academic leave plans are frequently subject to change, faculty members should be informed that post-submission requests to change from half-year sabbaticals to full-year sabbaticals are easier to approve than changes in the opposite direction. Requests to change must be submitted prior to April 2, 2010, 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 2008-09 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 29, 2010, with an overall evaluation of sabbatical leave accomplishments in their school, college.

Donna Marino
Director of Academic Personnel

UNIVERSITY OF MASSACHUSETTS
SABBATICAL LEAVE POLICY

Effective with sabbatical leaves taken beginning in the fall 2010 semester, Trustee Policy T86-087 shall be replaced with the following:

1. The purpose of the sabbatical leave is to provide uninterrupted opportunity at regular intervals for faculty members 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 tenured faculty members 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 tenured 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 tenured faculty will be eligible for sabbatical leave based on part-time salary.
4. After six years of full-time service, tenured faculty members will be eligible for a one-semester sabbatical leave at 100% of salary or a full academic year of sabbatical leave at 50% of salary. Tenured faculty members will be eligible for subsequent sabbatical leave at a salary percentage based on their years of service. This percentage will be determined by multiplying by 8.33% the number of years (excluding the year of the previous and proposed sabbatical leaves) of full-time service since the date of appointment to the regular faculty or since the last sabbatical, whichever is later. The sabbatical leave may be taken for a full academic year (eleven months for those on calendar year appointments) at the resulting percentage or for a semester (five-and-a-half months for those on calendar year appointments) at twice the resulting percentage, up to 100%. Year-by-year eligibility for sabbatical leave is displayed on the attached chart. Sabbaticals may not be taken more often than once in any three-year period.
5. Faculty members who are on full salary sabbatical leave may not engage in salaried employment in this country or elsewhere, however desirable the experience, except as provided for in the "Policy on Faculty Consulting and Outside Activities" (Trustee Policy T96-047). 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 partial-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.
6. 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.
7. Each recipient shall, upon return, file copies of a report of activities and their results with President, Provost, Dean and Department Head.
8. At the time of implementation of this new sabbatical leave policy on September 1, 2010, full-time tenured faculty members with at least six years of service will be credited with sabbatical percentage based on their years of service since the date of appointment to the regular faculty or since the last sabbatical, whichever is later, up to a maximum of 50% of salary (making them immediately eligible for a one-semester sabbatical leave at 100% of salary or a full academic year of sabbatical leave at 50% of salary). A faculty member who has had more than six years of service since the last sabbatical leave may apply for additional sabbatical leave credits. Representatives of the Union and Administration shall discuss and resolve any such applications that are denied.

University of Massachusetts

Application for Sabbatical Leave or Leave of Without Pay

Date _____

(It is recommended that the applicant consult (1) University of Massachusetts Sabbatical Leave Policy, dated June 8, 2009, and (2) statement on University Sabbatical Leave Procedure before completing this application.)

Name _____ Department _____

Rank _____ Date of initial full-time appointment: _____

<u>Type of Leave Requested:</u>	<u>From</u>	<u>To</u>	<u>% Salary</u> (see chart)
<u>Academic Year Sabbatical</u> (Faculty on 9-month Contracts)			
One semester	_____	_____	_____
Two consecutive semesters	_____	_____	_____
<u>Calendar Year Sabbatical</u>) (Faculty on 11-month Contracts)			
5 1/2 months (24 weeks)	_____	_____	_____
11 months (48 weeks)	_____	_____	_____
<u>Leave of Absence without Pay</u>	_____	_____	

Trustee Policy states: "When a non-tenured faculty member is granted a leave without pay, the time spent on leave will not be included in the probationary period, except in unusual circumstances agreed to in writing at the time the leave is approved...."

Please complete one of the following:

1. My tenure decision year is changing from _____ to _____
or
2. Attached is a request that my tenure decision year remain _____ and not be altered by this leave without pay

Is acceptance of leave contingent on the receipt of a grant?

If yes, have you received your grant?

What is the source of your grant?

If it is pending, when do you expect to receive a decision?

List any previous periods of leave, giving dates and nature of leave (sabbatical, leave without pay, etc.):

Number of years since last sabbatical at University of Massachusetts: _____

Brief statement of purpose of leave:

Where are you going for your leave?

(If you have received an invitation to conduct research, etc. at another institution, please include a copy of letter of invitation.)

What progress have you made on your (leave) project?

- a. When do you expect to complete your project?
- b. When do you expect to have the results of your project ready for publication?
- c. Give your estimate of the value of this leave to yourself and to the University.

In addition, please submit the following:

1. Brief narrative description of the work you hope to accomplish during your leave.

2. Bibliography of scholarly work previously published. (Give full citations -full titles of book or articles, publisher or journal name, volume number, date, inclusive pagination, etc.)

Signature of Applicant

Provide four copies of this application and all attachments - one set for applicant, one set for Head/Chair of Department, one set for Dean, and one set for Provost.

Agreement

In consideration of permission granted to me by the Trustees of the University of Massachusetts to take sabbatical leave for the period _____,

I agree to return to the University of Massachusetts, Amherst, immediately upon conclusion of my sabbatical leave to perform my duties as a faculty member for at least the next ensuing year. If I fail to comply with this obligation to provide at least one year of service immediately following expiration of my sabbatical leave, I agree to repay, forthwith, the salary which I received from the University during said leave.

Signed by me this _____ day of _____, 20_____.

Signature of Applicant

Witness

SABBATICAL LEAVE APPROVAL FORM

Date: _____

Name of Applicant: _____

Department: _____

Brief evaluation of application by department head/chair:

Department Head/Chair: _____ Date: _____

Signature:

Brief evaluation of application by Dean:

Dean: _____

Signature

Date: _____

Sabbatical Policy Chart

Each sabbatical credit=8.33% of salary

No sabbatical credit is earned during year in which sabbatical leave is taken.

Sabbaticals may not be taken more often than once in any three-year period and may not be taken by any untenured faculty member.

For questions about individual eligibility, faculty members should consult with their dean's office or the Provost's Office.

Year of service	Sabbatical % of salary	Sabbatical % of salary	Sabbatical % of salary
	Full-year Sabbatical		One-semester Sabbatical
	If sabbatical leave is taken in year 7, subsequent sabbatical leave may be taken any time from year 10 on, and sabbatical % begins accruing again in year following sabbatical leave.	. If sabbatical leave is not taken in year 7, sabbatical % continues to accrue, up to a maximum of 100%, until sabbatical leave is taken and then begins accruing again in year following sabbatical leave	If sabbatical leave is taken in year 7, subsequent sabbatical leave may be taken any time from year 10 on, and sabbatical % begins accruing again in year following sabbatical leave.
1st	0	0	0
2nd	0	0	0
3rd	0	0	0
4th	0	0	0
5th	0	0	0
6th	0	0	0
7th	50	50	100.00
8th	0.00	58.33	0
9th	8.33	66.67	16.66
10th	16.67	75.00	33.34
11th	25.00	83.33	50.00
12th	33.33	91.67	66.66
13th	41.67	100.00	83.34
14th	50.00		100.00
15th	58.33		
16th	66.67		
17th	75.00		
18th	83.33		
19th	91.67		
20th	100.00		
21st			