September 18, 2014

To: Deans, Directors, Department Heads/Chairpersons, Faculty Members and Librarians
From: John Bryan, Associate Provost for Academic Personnel
Subject: Sabbatical Leave Applications for AY2015-2016

The sabbatical leave application form is now available on the Provost’s website (http://www.umass.edu/provost/faculty-staff-resources/personnel-information). The Collective Bargaining Agreement between the University and MSP incorporates the sabbatical policies for tenured faculty and librarians in Appendices C and C(L), which also include the system of sabbatical “credits” for tenured faculty, permitting sabbaticals to be taken on a more flexible schedule. Potential applicants should read and understand all requirements of the policy before applying.

The application form is now electronic—intended to be completed and submitted by e-mail—and incorporates the elements included in a previously separate approval form. Faculty and librarians who are eligible for and wish to apply for a sabbatical to be taken in AY2014-15 should complete the application and submit it electronically to the department head/chair for evaluation, completion, and forwarding by e-mail to the dean. The dean will evaluate, complete, and forward the form by e-mail to the provost (c/o Academic.Personnel@umass.edu). Note that in recent bargaining, the University and MSP agreed on a common sabbatical policy for both the Amherst and the Boston campuses; thus the application form has been made common to the two campuses.

The Academic Personnel Policy (the “Redbook,” Section 4.13) describes the criteria for sabbatical leaves:

(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/directors for the award of sabbatical
leaves should explain how these criteria have been or will be met. Please note: the criteria require that the proposed project have the potential to benefit the university as well as the individual faculty member or librarian.

The sabbatical policy requires that each sabbatical recipient prepare a report of his or her activities and accomplishments while on leave and file that report with the department head, dean/director, provost, and president. Department heads should ensure that all faculty members in their departments who took sabbatical leaves during 2013-14 have prepared and submitted these reports, and should submit a summary assessment of their contributions and importance. Deans/directors must forward those summaries plus a college-wide summary to the provost.

Related Deadlines:

Applications for sabbaticals beginning in either semester of AY2015-2016
Due to department office: October 11, 2014
Due to dean’s office: October 31, 2014
Due to provost: December 1, 2014
Reports for 2013-14 leaves
with dean’s summary due to provost: January 26, 2015
Notification of decision: March 2, 2015
Request to change previously approved sabbatical
Periods of sabbatical leave
Full year: September 1, 2015 through August 31, 2016
First semester only: September 1, 2015 through January 18, 2016
Second semester only: January 19, 2016 through August 31, 2016

Notes:

1 Requests to change from half-year sabbaticals to full-year sabbaticals are easier to approve than changes in the opposite direction. Change requests may be denied if budgetary conditions prohibit such changes. 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.

2 Librarians and some calendar-year faculty may have sabbatical periods that differ from this schedule.

3 Faculty members who take sabbatical leave at less than 50% FTE lose all benefits during the leave and must reapply for health and dental insurance. Reinstatement entails a 60-day waiting period for health insurance and a 6-month waiting period for dental insurance.