To:        Deans, Directors, Department Heads/Chairpersons, Faculty Members and Librarians  
From:     John Bryan, Vice Provost for Academic Personnel  
Subject:  Sabbatical Leave Applications for AY2016-2017  

The sabbatical leave application module is now available in the new Academic Personnel Workflow System (https://cps.provost.umass.edu/umaerpt/). 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 Academic Personnel Policy (the “Red Book,” 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/chairs 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/chair, dean/director, and provost. Department heads/chairs should ensure that all faculty members in their departments who took sabbatical leaves during 2014-15 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 AY2016-2017
Due to department office: October 23, 2015
Due to dean's office: November 16, 2015
Due to provost: January 4, 2016
Reports for 2014-15 leaves with dean’s summary due to provost: March 26, 2016
Notification of decision: March 28, 2016
Request to change previously approved sabbatical1: April 20, 2016
Periods of sabbatical leave2
Full year1: September 1, 2016 through August 31, 2017
First semester only: September 1, 2016 through January 22, 2017
Second semester only: January 23, 2017 through August 31, 2017

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 return 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.