

University of Massachusetts Dartmouth Sabbatical Leave Application Form

Before submitting an application for a sabbatical leave, please review the Trustees/Faculty Federation *Agreement*, Article IX, sections B and C which describe the procedures and policies that pertain to sabbatical leave applications. Some of the important contractual policies regarding sabbaticals are cited on the next page.

Applications are due October 1, 2023 for sabbatical leaves to be taken during the academic year 2024-2025.

Name of applicant: _____

Department: _____

Title of proposal: _____

Type of sabbatical leave requested:

- _____ full pay for fall 2024
- _____ full pay for spring 2025
- _____ half pay for the full academic year 2024-2025
- _____ half pay for fall 2024 semester _____; or for spring 2025 semester _____

Date and type of most recent previous sabbatical leave: _____

Please submit this application form to the Department Chair by October 1, 2023 and include

- (a) an updated curriculum vita
- (b) detailed information concerning previous reductions in teaching responsibility to engage in research, scholarship, or professional activity, including all leaves of absence
- (c) description of the proposed program of scholarship or professional activity with information concerning arrangements at the location where the work will be done.

A copy of this application form (form only) should also be sent to the Dean at the time the application is submitted to the Department Chair.

If I am granted a sabbatical leave, I hereby agree to return to my employment at the University of Massachusetts Dartmouth for a period of not less than one full academic year following the year in which the leave is taken.

I certify that this information is complete and correct.

Signature: _____

Summary of Sabbatical Leave Policies

(For complete policies, consult Article IX of the Trustees/Faculty Federation *Agreement*).

Sabbatical leaves are ordinarily limited to tenured faculty and librarians and are granted only in connection with proposed or ongoing programs that promise to enhance the professional competence or standing of the applicant. Sabbaticals are not granted to revise textbooks, retrain for a different position, merely visit locations of interest, perform full time work at another institution, or complete a terminal degree. Full pay sabbatical leaves are not granted to individuals who will be employed full time or part time at another institution.

Sabbatical leave applications are submitted to the Department Chair and are evaluated by the Department Faculty Evaluation Committee, the Chair, and the Dean. A copy of this application form should also be submitted to the Dean. The application submitted to the Chair should include your (a) updated curriculum vita, (b) a detailed description of any previous reductions in teaching responsibilities in order to engage in research, scholarship, or professional activities including all leaves of absence, and (c) a description of the proposed program of scholarship or professional activity with information concerning arrangements at the location where the work will be carried out.

Sabbatical leaves shall be for (a) one semester at full pay, or (b) one academic year at half-pay, or (c) one semester at half-pay.

A subsequent sabbatical leave may not begin before an individual has completed full time service for six years (72 months) since the end of the most recent sabbatical leave. If a sabbatical is one semester at half-pay, a subsequent sabbatical leave may not begin before an individual has completed full time service for three years (36 months) since the end of the most recent sabbatical leave.

Individuals granted a sabbatical leave will be required to enter into a written agreement with the University to return to full time service for at least one year after the conclusion of the sabbatical.

Reimbursement for Travel during Sabbatical Leave:

Cost of travel related to presentations at conferences while on sabbatical leave are reimbursable from appropriate grants, indirect cost recoveries and miscellaneous revenue accounts with approval from the Chair and Dean as required by University policies. One time travel to and from a remote working location may be supported by indirect recovery or miscellaneous revenue account. These costs should be detailed in the application for sabbatical and be approved at the time the sabbatical leave is approved. In general, living and other incidental costs are not reimbursable.

Applications are due in the Provost's Office by December 1st.