

SABBATICAL LEAVE PROCEDURE
OF THE
UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

As Provided Under Article 12, Document T95-022
as Amended by the Board of Trustees
August 23, 2006

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University of Massachusetts Medical School University Sabbatical Leave Procedure

This statement is for the attention of all University of Massachusetts Medical School faculty members eligible for sabbatical leaves. The following procedure outlines the procedure for applications and procedures:

Applicants will file sufficient copies of their request to meet the needs of the department and school(s) concerned. All requests will be evaluated and recommendations made by the respective Department Chair, Dean and the Vice Chancellor for Faculty Administration. All requests must provide the following information:

- a. The proposed period of sabbatical leave.
- b. Its purpose and the location; (e.g. if an applicant has received an invitation to do research on another campus, he should include a copy of the letter of invitation). Off-campus leaves will receive higher priority.
- c. The progress the applicant has made on the project previous to the date of application, and the expected date of its completion.
- d. The prospects of publication of the results.
- e. Whether application for other financial assistance has been made, and whether acceptance of a sabbatical leave will be contingent in any way upon the receipt of a grant from other sources.
- f. Any other contingencies which might affect the acceptance of the leave.
- g. An estimate of the value of a sabbatical leave to faculty member and the University.
- h. A bibliography of scholarly work previously published.
- i. Answers to the questions on the sabbatical leave application form.

Prior to requesting a sabbatical leave, all faculty with grant funding need to contact the Office of Research Funding Services (University Campus, S1-859 or call 508-856-2119) to review the restrictions on grants. Granting agencies have specific guidelines about reporting sabbaticals.

Submit application to the Vice Chancellor for Faculty Administration (University Campus, S1-353) for signature. Original signed application will remain on file on the Office of Faculty Administration and a copy will be returned to both the faculty member and the Department Chair.

University of Massachusetts Medical School
Academic Personnel Policy for the School of Medicine
(Document T95-022 as Amended by the Board of Trustees August 23, 2006)

ARTICLE 12 SABBATICAL LEAVES

Section 12.1 Purpose. The purpose of the sabbatical leave is to provide uninterrupted opportunity at regular intervals for the faculty 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.

Section 12.2 Eligibility, Evaluation and Needs. Members of the academically-salaried faculty who have given the University at least six years of service shall be considered eligible for sabbatical leave and may apply. However, sabbatical leaves shall be awarded only after thorough review and evaluation of the merits of the individual leave proposal and the needs of the department and the school. Academically salaried faculty employed by UMMHC may also apply, however, since the costs of these leaves must be borne by UMMHC, the merit of the individual case must be evaluated by the chair and by senior administration of UMass Memorial Health Care.

Section 12.3 Procedures. Requests for sabbatical leave shall be initiated by the faculty member in a letter to the Department Chair (or the Dean, in schools without departments). Included should be a description of the project and an assessment of its importance to the faculty member's career goals and its potential benefits to the department and the school.

- a. In responding to the request, the Department Chair or the Dean (in schools without departments) shall consider whether the faculty member's record of achievement, service, and contribution during the years of service prior to the leave period provides reasonable expectation that the objectives of the sabbatical project will be achieved.
 - i. Primary importance is attached to the degree of professional maturity of the faculty member and the research project or other proposed activity.
 - ii. Priority is given to faculty members whose studies are already in progress and who have demonstrated, while in the service of the University of Massachusetts, their desire and ability to make effective use of available time for research and professional improvements.
 - iii. Priority is given to faculty members whose projects cannot be pursued without continued absence from the campus. Unusual circumstances (e.g., specialized laboratory equipment) may, however, indicate the desirability of a sabbatical leave spent on campus.
- b. The Department Chair (in schools with departments) shall transmit the request along with his/her recommendation and relevant supporting material to the Dean of the school and, for approval of leaves for clinical faculty, to the CEO of UMass Memorial Health Care.
- c. The Dean and the CEO of UMass Memorial Health Care where relevant shall make the decision on the basis of the above and available funds, subject to approval by the Chancellor's designee for Academic Affairs.

Section 12.4 The Six-Year Requirement. Full-time faculty previously on part-time appointments will be given prorated credit for part-time service (e.g., eight years at 1/2 time plus two years at full-time equal 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.

Academic Personnel Policy, Article 12 Sabbatical Leaves (Continued)

Section 12.5 Sabbatical Length. Faculty members shall be entitled to: a) half salary for 12 months (which shall include one month of vacation), b) full salary for 6 months (which shall include 1/2 month of vacation), or c) half salary for two non-consecutive 6-month periods (each including 1/2 month of vacation).

Section 12.6 Exceptions. Sabbatical leaves under Section 12.5 a and b shall not be granted more frequently than once in seven years, with two exceptions: first, a faculty member otherwise eligible for a sabbatical leave who, at the request of his/her Department Chair (if any) and with the approval of the Dean of the school (or at the request of the Dean in the case of a department with an Acting Chair), postpones application for one year, shall be eligible for a subsequent leave in the sixth year of service after return to the school; and second, a faculty member serving in an administrative position who, with the approval of the Dean of the school and the Chancellor's designee for Academic Affairs, postpones application for up to three years, shall be eligible for a subsequent leave in the seventh-year of service after the postponed sabbatical leave would otherwise have been taken.

Sabbatical leaves under Section 12.5c 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 Section 12.5a and b unless one of the leaves has been administratively postponed as described above.

Section 12.7 Compensation During Sabbaticals. Faculty members who are on a 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 or other lectureships when teaching is combined with research. A faculty member on a half-salary sabbatical leave may, with the prior approval of the Dean of the school and the Chancellor's designee for Academic Affairs, accept outside remuneration for work directly relevant to his/her teaching, research, creative or scholarly activity, or service. For members of the Medical Group the provisions of the Medical Group Practice Rules and Regulations shall apply to such remuneration.

Section 12.8 The Requirement for Return. 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/her obligation to return for a full year of service remains in effect; all such postponements shall be reported to the Board of Trustees. Failure to return shall obligate the faculty member to refund the salary received during sabbatical leave, unless an exception is made by the Board of Trustees.

Section 12.9 The Sabbatical Report. Each recipient shall, upon his/her return, file copies of a report of his/her activities and their results with the Chancellor, the Chancellor's designee for Academic Affairs, the Dean of the school and the Department Chair (if any).

University of Massachusetts Medical School

Application for Sabbatical Leave or Leave of Absence

Note: It is recommended that the applicant consult (1) Article 12 Sabbatical Leaves of the Academic Personnel Policy, revised August 23, 2006, and (2) statement on University Sabbatical Leave Procedure before completing this application.

Date _____

Name of applicant _____ Department _____

Rank _____ Highest Degree _____ Are you Tenured? Yes No

Type of leave requested:

- Sabbatical
- Leave without pay
- Other (specify)

This application is a request for leave of:

One semester, from _____ to _____

One year, from _____ to _____

Is acceptance of leave contingent on the receipt of a grant? Yes No

If yes, have you received your grant? Yes No

What is the source of your grant? _____

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

Has the Office of Research Funding Services reviewed grant portfolio for restrictions and reporting requirements of current grants for sabbatical leaves? Yes No

Date of initial full-time appointment to University of Massachusetts. _____

List 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. _____

Application for Sabbatical Leave or Leave of Absence (Continued)

Brief statement of purpose of leave (as you would like to see it is in the press announcement).

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:

- a. Brief narrative description of the work you hope to accomplish during your leave.
- b. Bibliography of scholarly work previously published. (Give full citation – full titles of books or articles, publisher or journal name, volume number, date, inclusive pagination, etc.)

According to Section 12.9 of the Academic Personnel Policy Document, “Each recipient shall, upon his/her return, file copies of a report of his/her activities and their results with the Chancellor, the Chancellor's designee for Academic Affairs, the Dean of the school and the Department Chair (if any).”

Signature of Applicant

University of Massachusetts Medical School

Approval Form for Faculty Applications of Leave

Date _____

Name of applicant _____

Department _____ Does applicant Tenured? Yes No

List the courses taught by applicant during the 1st semester of this year:

<u>*Course Number</u>	<u>No. of teaching hours/week</u>	<u>No. of students</u>
1.		
2.		
3.		
4.		
5.		

List the courses taught by applicant during the 2nd semester of last year:

<u>*Course Number</u>	<u>No. of teaching hours/week</u>	<u>No. of students</u>
1.		
2.		
3.		
4.		
5.		

(*Indicate by asterisk any courses shared with other faculty members.)

Will a replacement be needed? _____ Full-time? _____ Part-time? _____

Explain need for replacement:

How many faculty members in department will be on leave (sabbatical or other leave) during the next year? _____ List faculty members and indicate semesters they will be on leave.

Approval Form for Faculty Applications of Leave (Continued)

If more than one application for sabbatical is being submitted from this department, fill in below:

- a. There are _____ applications from this department.
- b. I rank this one number _____ in priority.

Brief evaluation of application by Department Chair:

Signature of Department Chair

Brief evaluation of application by Dean:

Signature of Dean

Approval by Chancellor's Designee for Academic Affairs:

Status: Approved Declined

Comments:

Signature Chancellor's Designee for Academic Affairs

**PLEASE FORWARD TO THE OFFICE OF FACULTY ADMINISTRATION
UNIVERSITY CAMPUS, S2-337**