PREPARING SABBATICAL LEAVE APPLICATIONS - A GUIDE FOR FACULTY

The intent of this document is to assist faculty members in understanding the policy on sabbatical leave found in the Faculty Handbook of Policies and Resources. This Guide is offered to faculty to assist in developing clear and compelling successful proposals.

I. Purpose of the Sabbatical Leave

University of Maryland shares with other major research universities the traditional responsibilities to discover, develop, preserve, and disseminate knowledge. Much of this mission is achieved through the professional, scholarly, and creative activities of faculty members. This activity in turn augments their interactions with students in studios, classrooms, seminars, and labs. Faculty development is a critical element in maintaining Maryland’s excellence as an educational institution.

MAPP’s strategic plan reaffirms the need for growth and renewal throughout a faculty member's professional career. The leave of absence with pay (sabbatical leave) is one mechanism for encouraging such development, and it is in this spirit that applications for sabbatical leave are reviewed.

II. Eligibility of Faculty Members for Sabbatical Leaves

Sabbatical leaves are awarded to eligible faculty members on the basis of the strength of their applications. They are not awarded automatically at the end of a given period of time. Faculty members must meet the eligibility and conditions defined by II-2.00(A) UMCP Policy on Sabbatical Leave for Faculty (see http://www.president.umd.edu/policies/ii200a.html). Considerations for awarding a sabbatical are:

- Opportunity to conduct scholarly work and to increase the faculty member's value to UMCP in carrying out its mission.
- Opportunity to conduct important research and increase the faculty member's standing in the professional community.
- Disruption to the academic program or unit is minimized.

III. Guidelines for Preparation of Leave Application

A sabbatical leave application is not a lengthy document (usually between four and eight pages in length), but it must contain sufficient information for review committees and administrators to evaluate the merit of the proposal and the benefit it will have for the faculty member, School, and University. The application should contain the following information:

A. Sabbatical Leave Request Form

A sabbatical leave request form must be completed and submitted as part of the leave application. This form can be found on the following websites - www.faculty.umd.edu/SabbProf/sabbatical.html
B. **Narrative (Proposal must contain a summary of the project attached to the leave request form)**

The University guidelines outline five points that all project summaries must address. The following is provided to augment the University's request and to provide additional guidance.

1. **Purpose/Objectives:** Describe the nature and significance of the project, including a clear, concise statement of your objectives. Indicate how your proposal advances the objectives of your personal research/creative activity plan that you submitted and discussed with your director as part of your annual activity report and performance review process.

2. **Work Plan:** Describe specifically what you plan to do and how you expect to accomplish it.

3. **Location/Arrangements:** Where will the work be done, and why has that location been chosen? Identify people with whom you will partner and their expertise in the area(s) in which you plan to work. Indicate how your skills and background will enable you to accomplish your objectives. Include an estimated schedule/timetable for the major steps of the project. Specify amount of time anticipated to be spent traveling.

4. **Compensation:** Report any compensation from sources other than the UMCP System (either applied for or received). The approval of the President must be obtained prior to accepting any compensation beyond that provided by UMCP.

5. **Projected results:** What tangible results will your project have, what form will the results take, and how will you share your results with others (e.g. publication, exhibition, sharing of new pedagogical techniques or materials with peers)? What will the tangible results of your sabbatical be?

6. **Scholarly Development:** Explain how this project will contribute to your own scholarly development. Provide context by describing how the products of this sabbatical fit into your research/creative activity plan. Here it is important to explain how this project requires a time commitment beyond that involved in the normal activities encompassed in teaching, research/creative activity, scholarship, and service?

7. **School Benefit:** How will the sabbatical benefit the School? You should explain how the sabbatical proposal advances the strategic plan of the School.

8. **University Benefit:** How will the sabbatical benefit the University?

C. **Supporting documents**

1. A signed and dated current curriculum vitae in the University format.

2. The date the faculty member became tenured at UMCP, and a description of responsibilities and accomplishments.

3. The faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.
2. Letters of invitation from collaborators and/or host institutions or agencies. If your project requires access to restricted libraries or laboratories, or affiliation with other institutions, include invitations, letters granting access, space, or support from the relevant authorities.

3. A current copy of your personal research/creativity plan. This document is necessary for the Dean to review the proposal.

IV. Types of Eligible Projects
Various types of projects can be undertaken during the sabbatical leave. These can span from formal research projects to other kinds of scholarly and creative projects. Each project should have clear objectives. For instance, a traditional research project would result in a scholarly publication, and the development of a body of creative work would lead to a major exhibition. In every case the peer review process of work products provides the assessment of value for the effort. Generally, requests for sabbatical to work in a professional office would not qualify for sabbatical unless it was accompanied by some specific research/creative activity agenda that contributes new knowledge being developed for the discipline.

V. Review Process and Criteria
Sabbatical leave applications are first reviewed by the program director. The director will evaluate, ensure completeness, and rank all program proposals before discussing their recommendation with the Dean. The Advisory Committee then reviews the sabbatical proposals and makes recommendations to the Dean regarding the quality and relative merit of each proposal with respect to School’s strategic objectives. This recommendation is to be in writing. The Dean then reviews and recommends proposals for approval. All applications are forwarded to the Office of Academic Affairs (Provost), where they are reviewed and recommended to the President, who makes the final decisions.

In general, reviewers at each level of review will ask the following questions about each sabbatical leave application:

- Is the proposed project significant within the context of the program, the School, UMd’s strategic plans?
- Are goals and outcomes of the proposed project clearly articulated?
- Does the proposal clearly indicate how objectives will be accomplished?
- Does the applicant have the skills and background to undertake the project or a plan to acquire/develop this foundation before the leave begins?
- What is the likelihood that the proposed project will be completed on schedule?
- To what degree is the sabbatical leave crucial to the completion of the proposed project?

VI. Sabbatical Leave Report
Each faculty member who is awarded a sabbatical leave is required to submit a written report to the Dean. The report must summarize the activities of the sabbatical and specify what was accomplished during the leave. The report must be submitted within two months of the return from leave. The Dean will forward a copy of the report to the Provost. The faculty member will also be required to make a public presentation of the activities and accomplishments of the sabbatical to the School community.