
**Faculty Sabbatical Leave Policies (26.0 11-2.00) & Instructions
and Application Form**



Coppin State University
Office of the Vice President Academic Affairs
2500 West North Avenue
Baltimore MD 21216



Faculty Sabbatical Leave Policies (26.0 11-2.00) & Procedures Coppin State University

University System of Maryland Policy on Sabbatical Leave for Faculty 11-2.00 (11/30/89)

The President of CSU shall grant sabbatical leaves to faculty members consistent with USM Bylaws, Policies and Procedures of the Board of Regents. Additionally, the following guidelines shall be followed:

I. Eligibility (Faculty Handbook, Section 5N-1-Sabbatical Leave)

Full-time faculty member

1. Shall be tenured at CSU.
2. Shall have completed at least six (6) years of service at the time of the initial application for sabbatical leave, or since the last previously granted sabbatical leave.
3. A leave of absence without pay shall not be considered as service to CSU for purposes of determining eligibility for sabbatical leave.
4. Time served on a faculty position as an administrator at CSU will count as part of the six years of service.
5. As determined by the President, service at USM institutions of higher education may be considered toward eligibility for sabbatical leave in the same manner as service at CSU.

* Note: Faculty Ranks are defined in Faculty Handbook, Section 5(a-e), Page V-A-12

II. Compensation and Duration of Sabbatical Leave

Full time CSU faculty members may be granted sabbatical leave as:

- A. One half of the faculty member's annual contract period at his or her normal compensation; or
- B. For the full annual contract period at one-half normal compensation.
- C. The President may grant sabbatical leave, not to exceed twenty-four months, at one-half compensation to a faculty member of longstanding with distinguished and notable service to CSU.

III. Conditions for Sabbatical Leave (Faculty Handbook, Page V-8 Leaves of Absence, Section A-4 5N-1)

- A. Full time faculty member shall agree to return promptly to CSU at the termination of sabbatical leave.
- B. Full time faculty member shall serve on his or her normal basis for at least one academic year.
- C. If the faculty member fails to return, or fails to remain in service for at least one year, he/she shall be liable for the repayment of the whole or a proportionate share of the salary paid during the sabbatical period. (Faculty Handbook ,Page V-7, H1-4)

IV. Additional Compensation and Benefits

- A. During the period of sabbatical the faculty member will be permitted, with the approval of the President, to accept, in addition to the compensation s/he receives from CSU, grants, awards, contracts, fellowships, or other stipends or compensation as provided to support the approved sabbatical leave project.
- B. A faculty member may be permitted to receive compensation for consulting services related to the approved sabbatical leave project or related research project. The prior approval of the President must be obtained.
- C. If compensation is received by a CSU faculty member without the approval of the President as required by this policy, the faculty member will be required to return all compensation received from CSU for the support of the sabbatical leave project.
- D. All benefits available to the faculty member under normal services shall be available during sabbatical leave unless otherwise stated.

V. Application Process for Sabbatical Leave

All Sabbatical leave applications, once submitted to the Department Chairperson, must go through the recommendation processes --- starting from Chairperson forwarding to Dean, and Dean forwarding to VPAA's office for Sabbatical Leave Committee's recommendations; and finally VPAA forwarding to the President. *The University President communicates with the sabbatical leave applicant in writing about the final decision.*

- A. The application process:
 1. The application for sabbatical leave must be submitted at least six (6) months prior to the requested date of the proposed sabbatical leave.
 2. Applications must be received by the Office of the VPAA, CSU on or before February 28 for fall and spring sabbaticals.
 3. Completed application packets must receive recommendations from the faculty member's Department Chairperson and Dean.
 4. The Department Chairperson shall:
 - a. Review applications for sabbatical leave.
 - b. Provide a letter of support or non-support of application, and the letter shall:
 - Discuss the impact of the faculty member's absence on the academic program.
 - Discuss how the department will meet its responsibilities in the applicant's duration of absence.
 - State the reason for recommendation regarding the project.
 - Discuss how the sabbatical leave project (scholarly or creative work) will add value to the mission of the institution and enhance faculty member's standing in the discipline or profession.
 - c. Forward the application package to the Dean for recommendation.
 5. The Dean shall:
 - a. Assess the application packet to determine the need for additional information prior to forwarding the application to the VPAA.
 - b. Provide a letter of recommendation regarding the application.
 - c. Forward the application package to the VPAA who will forward the application package to the CSU Sabbatical Leave Committee for recommendation. The faculty member shall receive a copy of any recommendation.
 6. The CSU Sabbatical Leave Committee reviews the application and forwards to the VPAA's Office a letter of recommendation with the signatures of the attending committee members.
 7. From the VPAA's Office, the application is forwarded to the President. The VPAA may attach a letter of recommendation as appropriate. At the President's level, the application for sabbatical may be approved or disapproved.

8. *The University President communicates with the sabbatical leave applicant in writing about the final decision by May 1.* Copies of the final decision are sent to the Chairperson Sabbatical leave committee, Dean and the Department Chairperson.

B. Parts of the Sabbatical Leave Application

1. Three-page application form (Instruction and Application form containing policy and six parts only).
2. A two-page statement to include the following:
 - Description of the project.
 - Sabbatical leave activity plan with deliverables (expected outcomes) of the project.
 - Relationship of the project to CSU's mission and benefit to the faculty members, program, and department or profession.
3. Supporting documents may include :
 - Notices of fellowships, grants, visiting professorships, and other pertinent information.
 - A one-page report indicating how the applicant will disseminate sabbatical leave project results.
 - Date of submission of project summary report.

VI. Notification of Approval for Sabbatical Leave: the faculty member shall be provided with the details of the approved sabbatical leave, and notification shall include:

- A. Indication of the starting and ending dates of the sabbatical leave.
- B. Outline of the terms of the sabbatical leave.
- C. The amount of compensation.
- D. The agreement of the faculty member to return to CSU upon completion of the sabbatical, and the agreement to continue service to CSU for at least one year.
- E. The title of the project for which the sabbatical is approved.

VII. Summary Reporting Requirements

- A. Each faculty member granted sabbatical leave is required to submit a summary report within thirty days after the end of the sabbatical leave to the Department Chairperson, Dean, and VPAA as stipulated in the sabbatical leave application.
- B. If a faculty member receiving or granted sabbatical leave does not complete the documented project he/she shall be liable for the repayment of the whole or a proportionate share of the salary paid during the sabbatical period.



**Faculty Sabbatical Leave
Instructions and Application Form**
Office of the Vice President Academic Affairs, CSU
2500 West North Avenue
Baltimore MD 21216

Applicant's Name: _____ **Rank:** _____ **e-mail:** _____

Department: _____ **Office Room:** _____ **Ph. Ext.:** _____

School: _____

Policy on Sabbatical Leave for Faculty
University System of Maryland Policy: II-2.00 (11/30/89): Authority Statement

The President of an institution may grant sabbatical leaves to faculty members. The primary purpose of such leaves is to provide opportunities for faculty members to conduct scholarly or creative work in order to increase their contribution to the mission of the institution and to enhance their standing in the discipline or profession.

With this application, a *two-page summary* indicating the work to be done during the sabbatical must be attached. Also, other supporting documents should be attached when appropriate. Supporting documents may include, but are not limited to, the notices of fellowships, grants, and visiting professorships, as well as the other items that indicate the intended scope of the applicant's work during the leave period.

Application must route through proper channel (i.e., Department Chair and Dean) to the Office of VPAA, Coppin State University, *by February 1 for both fall and spring sabbaticals.*

Instruction: The applicant is responsible for submitting documentation of all requested information, including verification of tenure and previous leaves.

Part I: Applicant's Information and Signature Page

To be eligible for sabbatical leave, a full-time faculty member shall have been granted tenure and shall have completed at least six years of service at the time of an initial sabbatical leave or since the last previously granted sabbatical leave. Ordinarily, a leave of absence without pay shall be regarded as service to the institution for purposes of determining eligibility for sabbatical leave. The applicant must submit application to the department chair latest **by February 1, for both fall and spring sabbaticals**. An application must route through the proper channel (i.e., department Chair and Dean) to the Office of VPAA, Coppin State University.

Applicant's Name _____ Department _____
Date of Employment: _____ FT _____
Date of Receipt of Tenure: _____
Date of Last Sabbatical: From: _____ to _____
Date of Last Leave of Absence: _____ to _____

1. Ordinarily, sabbatical leave will be granted for one-half of the recipient's annual contract period at his or her normal compensation or for the full annual contract period at one-half normal compensation for tenured faculty.

Period of Leave Requested: _____ I(one) Semester _____ I(one) Year
Date of Requested Leave: From: _____ to _____

2. Ordinarily, as a condition for receiving a sabbatical leave; the recipient shall agree to return promptly to the institution at the termination of the leave and to serve on his or her normal basis for at least one academic year.

3. During the period of sabbatical leave, the recipient will be permitted, with the approval of the President or designee, to accept, in addition to the compensation he or she receives from the institution, grants, awards, contracts, fellowships, or other compensation or stipends as may be related to the approved sabbatical leave project or related research project.

4. While on sabbatical leave, the recipient may accept compensation for consulting services rendered during the sabbatical, provided that such services shall not exceed those allowed by the USM Policy on Professional Commitment of Faculty, and that they do not interfere with his or her approved sabbatical leave project.

5. The USM Policy on Sabbatical Leave for Faculty mandates that the faculty member who is granted sabbatical leave *submit a summary report on activities completed during the leave period*. Finally, I understand that a summary report of my sabbatical activities must be submitted to the Department Chairperson, Dean, Vice President Academic Affairs, and President *within thirty days after the end of the sabbatical leave*.

*This is to certify that I have read **the six statements above** and fully understand my obligation to serve the Coppin State University in my normal capacity for at least **one** academic year at the termination of the leave if sabbatical leave is granted.*

Applicant's Signature: _____ Date: _____

Instruction: *The applicant will submit his/her package containing this three-page application form with documentation (e.g., grants, awards, contracts, fellowships, or other compensation or stipends, etc.) and a written sabbatical leave activity plan with deliverables (expected outcomes) to the Department Chairperson. Applicant is responsible to monitor the progress of the application from Chair, Dean and then to the VPAA.*

Part II: Department Chairperson's Recommendation

This request for sabbatical leave has been: _____Recommended _____Not Recommended

Department Chairperson's Signature: _____ Date: _____

Instruction: *The Department Chairperson will submit this form and the applicant's package to the Dean's office by February 15 as a **next step** in the sabbatical application process. If the Chairperson approves of the sabbatical, s/h must additionally attach a letter of support, indicating how the department will meet its responsibilities during this applicant's absence.*

Part III: Dean's Recommendation

This request for sabbatical leave has been: _____Recommended _____Not Recommended

Dean's Signature: _____ Date: _____

Instruction: *The Dean will submit this form and applicant's package to the Office of the VPAA by February 28 as a **next step** in the sabbatical application process. If the Dean approves of the sabbatical, s/he must additionally attach a letter of support.*

Part IV: CSU Sabbatical Leave Committee's Recommendation

This request for sabbatical leave has been: _____Recommended _____Not Recommended

CSU Sabbatical Leave Committee Chairperson's Signature: _____ Date: _____

Instruction: *The CSU Sabbatical Leave Committee Chairperson will submit this form and applicant's package to the Office of the VPAA by March 31 as a **next step** in the sabbatical application process. If CSU's Sabbatical Leave Committee approves of the sabbatical leave, the Committee Chairperson must additionally attach a letter of recommendation with signatures of attending committee members.*

Part V: VPAA's Recommendation

This request for sabbatical leave has been: _____Recommended _____Not Recommended

CSU's VPAA's Signature: _____ Date: _____

Instruction: *The VPAA will submit this form and applicant's package to the Office of the President by April 15, CSU as a **next step** in the sabbatical application process. If the VPAA approves of the sabbatical leave, then the VPAA may decide to additionally attach a letter of recommendation as appropriate.*

Part VI: Approval of the President, Coppin State University

This request for sabbatical leave has been: _____Approved _____ Denied

CSU President's Signature: _____ Date: _____

Instruction: *The University President communicates with the sabbatical leave applicant in writing about the final decision by May 1. Copies of the final decision are sent to the Chairperson sabbatical leave committee, Dean and the Department Chairperson*

Sabbatical Leave Committee/SABBATICAL LEAVE POLICY & Application Form DOC / REV.08-23-10