SABBATICALS AND OTHER LEAVES

Sabbatical leaves are granted by the President of USM pursuant to Article 19.B.1. of the 2010-2012 Agreement between the University of Maine System and the Associated Faculties of the University of Maine System and the policies of the UMS Board of Trustees. According to the Agreement, 15 (fifteen) sabbaticals are available to USM faculty members each year, although more than that may be granted.

Only full time tenured faculty members are eligible for sabbaticals. Faculty members should have a minimum of six years of service at USM before applying for their first sabbaticals. Article 19.B.4.d. stipulates that "Unit members shall be eligible for another sabbatical leave after completion of six (6) years of full time service since the last sabbatical except unit members in the rank of Professor or equivalent shall be eligible for another sabbatical leave after completion of five (5) years of full-time service."

Sabbatical salaries are one half pay for the academic or fiscal year or full pay for one semester or half year. University employment benefits continue during the sabbatical leave. A final report must be submitted by the end of the semester following the leave to the Dean/Director, with copies to the President, Provost, and Department Chair. A faculty member must return to the University for at least one academic or fiscal year following the sabbatical. Agreements to the contrary must be in writing prior to participation. Salary received during the sabbatical must be returned to the University in cases where neither of the above conditions is satisfied.

In general, any professional, scholarly, or research activity that enhances a faculty member's participation in, and contribution to, his or her field of study is appropriate for a sabbatical leave. Among the types of activities open to this form of support are revision of a major manuscript for publication; extended field, laboratory, or library research; analysis and synthesis of data or other findings; applied research; clinical research or studies; preparation of an invited contribution to an anthology or compendium; preliminary research towards completion of a research proposal to a funding agency; community-university interactions; and artistic production, including studio work.

Requests for sabbatical leave must be submitted on the Request for Sabbatical/Leave form located on the Provost Website. Please be sure to include a copy of a current curriculum vitae and reports on previous sabbatical leaves, if any. Additional pages should be included to complete Item No. 11 on the form. The Guidelines for Proposals listed below may be helpful in preparing a description of your planned leave program.

UNIVERSITY OF SOUTHERN MAINE GUIDELINES FOR PLANNED LEAVE PROGRAM PROPOSAL FOR FACULTY PROFESSIONAL DEVELOPMENT

1. Statement of Project

Define clearly and in detail the proposed project. Assume the reader has no previous knowledge of your subject area or work. What is the problem your project will address? What is the state of
current scholarship with regard to it? What do you propose to learn or to understand as a consequence of your work? Note others who are working in this field and include their work in the reference section.

2. Preparedness

Indicate why you are competent to undertake this project. Have you worked in this area before? Published, performed, or developed a course in this area? If you have already received support from the University (e.g., grants, fellowships, release time), include a progress report.

3. Itemized Budget

If you are applying for sabbatical leave, please explain how your courses will be covered while you are on leave. If your project requires supplies, photocopying, printing, travel, or long distance telephone calls, please provide as much details as possible. Since the University of Southern Maine does not reimburse faculty members for expenses incurred while on a sabbatical leave, please explain how you will cover any expenses incurred during your sabbatical.

4. Curriculum Vitae

Attach current curriculum vitae.

5. Report on Previous Activities

Include reports on previous release time, sabbaticals, summer faculty fellowships and research grants.

The Department Personnel Committee conducts the initial review of any sabbatical leave requests and makes a recommendation to the Department Chairperson, who forwards a recommendation to the appropriate Dean/Director. The Dean/Director will in turn prepare a recommendation and forward it along with all previous recommendations to the Provost. S/he will then forward a recommendation to the President, who makes the final decision.

Requests for sabbatical leaves must be submitted to the Department Chair or Program Director for Peer Committee review by October 14, to the Dean by November 11, and to the Provost by December 15 of the academic year prior to the one for which the sabbatical leave is proposed.

Please note that the University of Southern Maine does not reimburse for any expenses a faculty member might incur while on sabbatical leave.

Sabbatical leave requests will be evaluated on the following criteria:

- Nature and significance of the planned leave program and its contribution to the individual, campus and profession.
- Number of prior sabbaticals granted and the outcome of each. (A report of the activities during previous sabbaticals must be included.)
• Equalization of opportunity for professional development among various fields and among different individuals in the same fields.
• The effect of the leave upon the academic program, on the individual and the department. The leave must not reduce course offerings to the point where student needs are adversely affected or the quality of the academic program is compromised.
• The cost to the University in covering the courses essential to the academic program.

Sabbatical leaves may be granted only when the following conditions are met:

• Courses usually taught can be canceled or rescheduled without harm to the program.
• Courses that must be taught (e.g. required courses) will be covered by colleagues.

Money saved in half salaries (from requests for a full academic year at half pay) may be allocated to support part time faculty at the discretion of the Dean.

Leaves without pay may be granted to acquire or complete an academic degree, to gain practical experience in one’s field, or to participate in an educational opportunity valuable to the individual, the department or the institution. Full-time tenured or tenure-track faculty members may use the Request for Sabbatical/Leave form to apply for unpaid educational leave.

The applicable policies for sabbatical leaves for faculty in the School of Law are contained in the Handbook for Non-Represented Faculty, Professional, and Administrative Staff. For more information about sabbaticals and other leaves, please consult your department chair, program director or Dean.