

Sabbatical Leave Application

The TU Sabbatical Leave Application is located in the university's [Forms Repository](https://inside.towson.edu/commonfiles/auth/login.cfm) (<https://inside.towson.edu/commonfiles/auth/login.cfm>) under the 'Office of the Provost Forms' category. Employees must login to the Forms Repository with their TU credentials.

- The completed application form must be submitted to the department chair, who forwards two copies together with their recommendation to the college dean.
- - If approved by the department chair and the dean of the college, the dean forwards the completed Sabbatical Leave Application to the Vice Provost for Academic Affairs by the third Monday of November.
 - Faculty members will be notified by the Office of the Provost of the grant or denial of the sabbatical request in writing by the second Friday in February.

Teaching and Advising Eligibility Limitations for Faculty Members Taking Sabbatical Leave

- **Summer Teaching**
 - Faculty members taking either a full year sabbatical or a one-semester sabbatical are eligible to teach during the summer preceding or following the sabbatical leave.
- **Minimester Teaching**
 - Faculty members taking a full year sabbatical are **not** eligible to teach during Minimester.
 - Faculty members taking a one-semester sabbatical are eligible to teach during Minimester.
- **Advising**
 - Faculty members taking either a full year sabbatical or a one-semester sabbatical are **not** eligible to be First Year Experience (FYE) Advisers.

Timesheets

- Faculty are responsible for completing timesheets while on sabbatical, using the following codes:
 - The code SABFT is used for two semester leave
 - The code SABPT is used for one semester leave
- Faculty should alert chair when they are traveling if unavailable to complete timesheet so that chairperson can complete.

Fulfillment of Sabbatical Leave Goals

If, due to illness or other personal reasons that were not foreseeable at the time of the sabbatical leave application, a faculty member anticipates experiencing difficulty in achieving the intended goals of the approved sabbatical leave (as described in the faculty member's TU Sabbatical Leave Application), the faculty member must contact the department chair promptly in order to explore available resources and supports, modify the plan for sabbatical leave completion as outlined in the faculty member's TU Sabbatical Leave Application, and/or review alternative University leave classifications or benefits (e.g., sick leave, leave without pay, leave provided through the University System of Maryland Policy on Family and Medical Leave for Faculty [II-2.31]) which may be appropriate if the sabbatical leave cannot be completed successfully.

If the faculty member wishes to modify the plan for sabbatical leave completion as outlined in the faculty member's TU Sabbatical Leave Application, the modified plan must be approved by the department chair, the college dean, and the Provost. Modified applications will be retained in the Office of the Provost. Upon learning of any changes to faculty leave status, the department chair must inform the college dean and the Vice Provost in writing.

Sabbatical Leave Report and Seminar

Upon return from the sabbatical leave, faculty members must submit a written summary report on the sabbatical activities to the chair of the department, the dean of the college, and the Vice Provost. Additionally, the faculty member must present a public seminar on the results of the sabbatical project, open to Towson University faculty and students. **The written report and public seminar must be completed within the academic year in which the faculty member returns from sabbatical leave.** Example timeframes for deadlines are as follows:

Return	Report/Seminar Completion Deadlines
Fall 2018	May 2019
Spring 2019	May 2019
Fall 2019	May 2020
Spring 2020	May 2020

Time in service counted toward the eligibility for subsequent sabbatical leave periods will not begin until the academic year in which the sabbatical leave report and seminar obligations are fulfilled. Additionally, faculty members who fail to submit a written report and/or present a public seminar will not be eligible for other University-funded financial support (e.g., travel funding, internal grants, funding for a graduate assistant) until the report and seminar obligations are fulfilled.

- The college dean is responsible for monitoring and enforcing restrictions on University-funded financial support for faculty members who do not comply with report/seminar completion deadlines.

Sabbatical Leave Report

The sabbatical report must be between 3-5 pages in length and include answers to the following questions, which reflect those asked in Part II of the Sabbatical Leave Application:

- Explain in detail the nature of your sabbatical project, including intended and actual outcomes.
- Describe in detail how you used the sabbatical leave time.
- Describe how your sabbatical leave activities contribute to knowledge in your discipline or area.
- Describe the value of your sabbatical leave activities to your ongoing development as a university professor.
- Describe the relationship between your sabbatical project and the mission and strategic plans of the department, college, and the university. Include details related to the support of student success and undergraduate/graduate student research when appropriate.

*** Sabbatical reports that do not adhere to these guidelines will not be accepted. The sabbatical leave report requirement will remain unmet until a report including answers to the questions above is submitted.**

Sabbatical Seminar

Public presentation of the sabbatical seminar must be verified in one of the following ways, via e-mail or hard copy to the Vice Provost:

- Submission of a copy of a department, college or university research event agenda or program, where the faculty member name, topic of presentation, and date is listed
- Submission of a copy of a sabbatical presentation announcement posted to T³ by the faculty member's college or department
- Submission of documentation otherwise confirming the details of the public sabbatical seminar by the faculty member's college or department