



The University of Vermont

**College of Engineering and Mathematical Sciences
Guidelines for Sabbatical Leave Request
July, 2014**

The sabbatical leave program is intended to invigorate faculty scholarship with the expectation that the activities undertaken will benefit both teaching and research and thereby strengthen the Unit, College and University. As the single largest development program available to faculty, it represents a very significant investment on the part of the university. As a consequence, it must be managed wisely, and all sabbatical leave requests must be evaluated carefully to ensure that their expected outcomes are consistent with the purposes described in the University sabbatical guidelines.

There is value in faculty members spending a significant portion of their sabbatical leave away from campus (although exceptions can occur). Being away from campus allows faculty to reenergize their research by cross-pollinating ideas and gaining new perspectives or skill sets. The extended contact with colleagues at other institutions enhances the reputation of UVM and CEMS. It is important that an invitation letter from the host institution accompany the sabbatical application. At the same time, it is imperative that the sabbatical application include a plan on how faculty will deal with their on-going research programs and graduate student advisees during the leave.

Maintaining the effectiveness of a program and/or minimizing impact on students are paramount and therefore it might not be possible to allow a sabbatical request during a particular year. This is independent of the approval process and the guidelines for a possible deferral of a sabbatical are outlined in Article 22.1.1 of the CBA dated December 16, 2011.

Also, the outcomes of a sabbatical leave provide important feedback on the success of the sabbatical leave program. Therefore, reports and other information concerning the immediately preceding sabbatical leave (if available) should be attached to each new request and should be used as one of the indicators of the probability of success for a new sabbatical request.

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College of Engineering & Mathematical Sciences Guidelines for Reporting on Activities of Sabbatical Leave

Each faculty member who is awarded a sabbatical leave shall submit, according to the Collective Bargaining Agreement Article 22.j., a written report (in accordance with the Procedure outlined below) within 60 days of completion of the leave. For full academic-year sabbaticals, the report should be submitted within 60 days of returning to campus at the start of the next academic year.

A faculty member's "sabbatical work will be considered in subsequent evaluations including those affecting reappointment and promotion. Failure to submit a report may be considered in the annual performance evaluation and will render the faculty member ineligible for future sabbaticals until such time as a report is submitted" (Article 22.1). In the case of a late submission, a faculty member's accumulation of years toward a future sabbatical shall begin with the semester following the date when the report is submitted. For all faculty members, the previous sabbatical report must be submitted with the next sabbatical application.

Content for the Report from <http://www.uvm.edu/~facsrcs/?Page=Sabbaticalpage.html>

1. The report should be able to stand alone in summarizing the important benefits and activities of the sabbatical leave. For example, it is not enough to say that the plan or objectives set forth in the original proposal were fulfilled.
2. The report should demonstrate and communicate the value of a sabbatical leave experience to the institution and to the individual.

Procedure

1. One copy of the sabbatical report should be submitted to the faculty member's department chair or director. The department head is expected to acknowledge and respond to the report within 30 days.
2. Two copies of the sabbatical report should be submitted to the Dean of the College. The Dean is expected to acknowledge and respond to the report within 30 days. The Dean's Office will forward one copy of the report, along with a copy of the Dean's letter acknowledging its receipt, to the Provost. The second copy will become part of the faculty member's personnel file in the Dean's Office.

For additional information concerning sabbatical leaves, refer to Article 22 of the Agreement with United Academics (UA). The Agreement can be found on the Provost web page at:
www.uvm.edu/~facsrcs/