

Obligations of faculty during sabbaticals.
Approved at 11/30/07 faculty meeting

The responsibilities of faculty during their sabbaticals should be kept to a minimum, but there are key responsibilities which must be fulfilled:

- 1) *Requesting Sabbatical*: An applicant for a sabbatical leave must initiate the request by following the steps listed at <http://www.faculty.umd.edu/SabbProf/sabbatical.html> including completing the Sabbatical leave request form and attaching a detailed summary of the sabbatical project and a signed and dated current curriculum vitae. Applications must be submitted at least 6 months in advance of the proposed sabbatical leave, and the faculty member must agree to comply with the university's sabbatical leave policy.
- 2) *Graduate students*. Faculty should continue to be responsible for their PhD advisees, when they are chair of the committee. Alternatively a new chair of the committee needs to be identified to the satisfaction of both the student and the new chair. This will be overseen by the Graduate Director. If Faculty on sabbatical are interested in recruiting new graduate students, they need to let the Graduate Director know of their funding opportunities and interest. Faculty on sabbatical should make every effort to attend the graduate student application review meeting in the spring.
- 3) *APT cases*. Faculty are expected to vote on all APT cases, where they have a vote and to consult the appropriate documentation in making their judgment.
- 4) *Retreats*. Faculty should make every effort to attend retreats, because these events usually lead to significant changes in departmental policy.
- 5) *Grants*. Faculty are expected to be responsive to departmental and sponsors' needs to maintain their grants and contracts and the associated deliverables and reporting in good order. If they employ research staff or students on their grants, they need to be in regular contact with their employees.
- 6) *Contact Information*: Faculty should provide this whenever feasible. This is necessary in case we need to contact you under emergency situations.
- 7) *Teaching Planning*: The Assistant Director of Academic Programs will contact faculty on sabbatical during the Fall and Spring planning periods to make sure that teaching assignments following the sabbatical are understood and agreed upon.
- 8) *Assistant Professor Mentoring*: Faculty will not normally continue as mentors during the sabbatical period. Another mentor will be assigned to the Assistant Professor who then may, or may not, continue to be the mentor after the sabbatical period.
- 9) *Post sabbatical involvement*. Sabbaticals do not extend to the 1st day of classes for the new semester. Faculty should therefore be available to attend any departmental meetings after August 16th (fall) or January 7th (spring) such as the "Meet the Faculty" session during orientation once their sabbatical is over.

10) *End of Sabbatical Reporting*: Within three months of returning from sabbatical leave, a faculty member must file a report containing the results of the project, and a detailed accounting of the activities undertaken during the leave. The report is to be addressed to the Department Chairperson, with a copy to the Vice President for Academic Affairs.

Sabbaticals should only be granted if a faculty member agrees to these conditions.