Sabbatical Policy

- Tenured members of the regular instructional faculty who have completed six years of service in regular professorial ranks at the university are eligible for a sabbatical leave. Years of service determined by the number of annual appointment periods (i.e., 12 completed semesters- six 12-month appointments, six university-year appointments, or a combination of both totaling 12 completed semesters).
  - Leaves of absence without salary are not considered in determining years of service applicable toward the sabbatical eligibility requirement.
  - Leaves of absence with salary (e.g., sick leave, modified duties) are considered in determining years of service applicable toward the sabbatical eligibility requirement.
- A sabbatical is not an entitlement. Both the department(s) and the college must approve the sabbatical and its timing.
- Faculty are expected to end all administrative appointments during sabbatical.
- If faculty request a postponement of the scheduled sabbatical for teaching or service needs in the department, college, or university, the faculty member may request preservation of their additional equity toward a future sabbatical by submitting a request to their chair, who will forward the request to the dean and executive committee for approval.
- A sabbatical delayed for personal needs will not accrue equity toward the next sabbatical.

Procedures:
- Submit a Sabbatical Leave Request Form 36620 (https://hr.umich.edu/sites/default/files/request-for-sabbatical-leave.pdf) with department chair’s signature to dean
  - If requesting a delay, please submit the request in writing to the department chair stating the reason for delay and whether equity is being requested. You must state the semester you intend to take the sabbatical with this request. Once approved by the chair, the delay request should then be submitted to the dean’s assistant, shelew@umflint.edu.
- All sabbatical requests and requests for delay are due to the CAS Dean’s Office no later than the last business day in October of the preceding year. After this date, requests for delay due to unforeseen circumstances should be submitted as soon as possible.
- If the chair is not supportive of either the sabbatical or the sabbatical delay, an explanation should accompany the original paperwork which still must come to the dean’s office on the above mentioned time schedule.
- If taking the sabbatical over two terms at half salary, the faculty member should contact the HR Benefits person (Karen Arthur, 762-3150) to discuss the implication of half pay on benefits eligibility.

Obligations:
- Submit a sabbatical report to chair and dean within 90 days following the sabbatical (via email to chair and to dean’s assistant, shelew@umflint.edu).
- Return to the university to teach for at least one full year immediately following the sabbatical, or repay all salary and benefits received while on leave.
- Faculty members who are eligible for a retirement furlough must wait four years following the sabbatical before taking the furlough.

For more information see:
- SPG 201.30-2 (http://spg.umich.edu/policy/201.30-2)
- Regents’ Bylaws 5.14 (www.regents.umich.edu/bylaws/bylaws05b.html#5)
- Faculty Handbook, Chapter 16 “Leaves Related to Professional Development” (www.provost.umich.edu/faculty/handbook/16/16.B.html)