



The University of Michigan Form J - Request for Sabbatical Leave

Date _____

To the Chair/Dean:

I hereby request a sabbatical leave of absence for the following period University Year 20____, Fall Term 20____,
 Winter Term 20____, or Non-University Year from _____ to _____, with half full salary.
Give specific dates

My plans for the use of this sabbatical leave, if it is granted, are indicated below.

Please indicate here the specific purpose which you have in mind and its relationship to your general scholarly interests and to scholarly work previously accomplished. If your plan involves a specific research project, please indicate to what extent progress has already been made and to what extent the sabbatical leave will assist you in bringing it to a conclusion. Please indicate also where you propose to carry on your work during the period of the leave.

I have/ applied for/ 1. a fellowship/
 havenot received 2. grant-in-aid/
 3. other assistance in research.

The source of funds is _____ Amount _____

There is is not an obligation to perform a service for the granting agency. The nature of the obligation is _____

and the use of these funds materially aids my planned research program.

I have read the standard practice regulations (on the reverse of this sheet) relating to the granting of sabbatical leaves and hereby affirm that my plans for the use of a sabbatical leave are in accord with these regulations and I agree to return to the University for at least one year following the completion of my sabbatical leave.

Approved _____ CHAIR	Signed _____
Approved _____ DEAN	Name Typed _____
Approved _____ PROVOST AND EXECUTIVE VICE-PRESIDENT FOR ACADEMIC AFFAIRS	UMID _____
	U.S. Social Security # _____

The original plus one copy of this form must be filed with the Dean. If the request is approved by the Dean, the original will be transmitted to Human Resource Records & Information Services, 4073 Wolverine Tower, recommending approval of the request.

Standard Practice Guide 201.30-2 Relating to Sabbatical Leaves of Absence

I. Policy

Sabbatical leaves of absence may be granted to provide the staff member an opportunity for an intensive program of research and/or study, thus enhancing his/her effectiveness to the University as a teacher and scholar.

II. Regulations and Definitions

A. Eligibility: Members of the regular instructional staff who have completed six years of service in regular professorial ranks at the University are eligible for a sabbatical leave.

B. Duration and Compensation

1. A sabbatical leave may be granted for an entire annual appointment period or for one-half of the annual appointment period. The annual appointment period is defined as either a twelve-month or a University-year period.
2. The staff member granted a sabbatical leave for the entire appointment period shall receive one-half of the staff member's regular salary. A sabbatical leave granted for one-half of the annual appointment period provides regular salary.

C. Extra Compensation During Sabbatical Leave

1. A member of the professorial staff on sabbatical leave shall not render service for compensation in the University or another institution or enterprise. This does not preclude, however, the acceptance of a fellowship or other assistance in research. In each such case the source of additional funds and the fact that their use materially aids the planned research program of the staff member shall be fully set forth in the request for sabbatical leave, or if not known at that time, prior to the effective date of the sabbatical leave.
2. Compensation received from acceptance of a fellowship or other assistance in research including the sabbatical leave salary may not exceed the regular salary of the staff member.

D. Application for Sabbatical Leave: Application for sabbatical leave shall be made in writing and submitted to the Dean of the unit concerned not later than February 1 preceding the appointment year within which the leave is desired. The application must be accompanied by a statement of a well-considered plan for the sabbatical which includes its significance as a contribution to the professional effectiveness of the applicant and the best interest of the University.

E. Completion of Sabbatical

1. Upon completion of the sabbatical leave, the recipient shall submit a report of the results of the leave within 90 days following return from leave. The report shall be submitted to the chairman who will acknowledge receipt of the report (via memo) and forward a copy of the acknowledgment memo to the dean and the Staff Records Office. (In some instances, the dean's office may require a copy of the report.) The report shall include:
 - a) An account of activities during the leave, including travel itineraries, institutions visited and persons consulted.
 - b) A statement of progress made on the sabbatical leave program as proposed in the application and an explanation of any significant changes made in the program.
 - c) An appraisal of the relationship between the results obtained and those anticipated in the sabbatical leave program statement.
2. A staff member granted a sabbatical leave is required to return to the University for a period of at least one year following the completion of the sabbatical leave.

F. Determination of Years of Service

1. Years of service determined by the number of annual appointment periods (i.e., six 12-month appointments, six University-year appointments, or a combination of both totaling six).
2. Leaves of absence without salary are not considered in determining years of service applicable toward the sabbatical eligibility requirement.
3. Leaves of absence with salary (e.g., sick leave) are considered in determining years of service.

G. Health and Life Insurance: Subject to, and consistent with the Group Health Insurance Plans (Blue Cross, Blue Shield, Major Medical) and the Group Life Insurance Plan, coverage will be continued during a sabbatical leave of absence, unless specifically cancelled by the staff member through visiting or writing the Staff Benefits Office.

H. Retirement Plan (TIAA-CREF): For each month the staff member receives full pay, retirement contributions will continue at the full salary rate.

For each month in which the pay received is one-half the staff member's full salary, contributions will continue based on the one-half full salary rate.

I. Disability Plan: Disability plan protection will continue during sabbatical leave.

J. Sick Leave Plan: Sick leave plan benefits will continue during sabbatical leave.

K. Vacation: Staff members are not eligible for vacation allowance during the sabbatical leave.

L. Retirement Furlough Eligibility: In order to be eligible for a retirement furlough, an individual must not have taken a sabbatical leave during the four years preceding the beginning date of the retirement furlough.

**THE UNIVERSITY OF MICHIGAN
SCHOOL OF MUSIC, THEATRE & DANCE**

SABBATICAL LEAVE POLICY

I have read the information and understand the policy below. I also agree to the terms and conditions stated herein.

Signed _____

1. Each faculty member of the School applying for a sabbatical leave will be expected to submit an outline of a program of research, study, performance, composition, or other creative work to be pursued during the leave that will enhance the effectiveness of the individual as a teacher, musician, dancer, or scholar.
2. Each applicant is expected to seek supplemental financial support from a non-School source to pursue the proposed activity in order to help offset the cost of the leave to the School.
3. University policy stipulates that the salary of an individual on sabbatical leave plus any stipend in excess of expenses received during the period of the leave shall NOT exceed the base salary of the individual during the period. If applicable, an appropriate adjustment will be made in the salary of any faculty member receiving such support.
4. Normally, only one faculty member at a time from a department will be granted sabbatical leave. If more than one request is submitted, the chair may be asked to prioritize the requests.
5. Normally, a department will be expected to absorb the instructional responsibilities of a faculty member on sabbatical leave without replacement staff or with minimal additional GSTA staff, with the following exceptions:
 - A. If a faculty member is on sabbatical leave for two terms at half salary, the half salary released or a portion thereof may be made available to provide a replacement.
 - B. Funds may be made available to provide a replacement when unique qualifications are required or when it is impossible for the other members of the department, even by teaching overloads, to absorb the responsibilities of the faculty member on leave.
 - C. A faculty member, in conjunction with their respective chair, is required to submit a detailed proposal of needed coverage noting possible candidates for coverage.

6. The faculty member on sabbatical leave is required to report in writing to the Dean prior to beginning the leave any financial support promised or received from a non-School source (including other UM sources), unless indicated on the “Request for Sabbatical Leave,” and, in either event, to furnish the Dean, prior to beginning the leave, with a copy of the budget for any such support. If notification of support from a non-School source is not received prior to beginning the leave, this information must be furnished to the Dean within thirty- (30) days of such notification.
7. A faculty member on sabbatical leave who undertakes any outside employment for remuneration, other than the activities specified on the “Request for Sabbatical Leave” must request approval from the Dean.
8. In addition to the report submitted within 90 days of the end of the sabbatical leave, as required by the University, the School Executive Committee will require subsequent evidence that each publication and each specific activity projected for the sabbatical leave has been completed if the publication or activity has not been completed at the time of the initial report.
9. I agree to furnish the Dean, prior to beginning the leave, with a copy of the budget for financial support promised or received from a non-School source (including other UM sources) during the period of the leave. If notification of support from a non-School source is not received prior to beginning the leave, this information will be furnished to the Dean within 30 days of such notification.
10. (SPG 201.30-2) - Upon completion of the sabbatical leave, the recipient shall submit a report of the results of the leave within 90 days following return from leave.
11. A staff member granted a sabbatical leave is required to return to the University for a period of at least one year following the completion of the sabbatical leave, as mandated by the University of Michigan.

IMPORTANT: DUE DATES FOR SABBATICAL REPORTS

Fall Term Sabbatical Reports (September 1 – December 31): DUE APRIL 1

Winter Term Sabbatical Reports (January 1 – May 31): DUE SEPTEMBER 1

UNIVERSITY OF MICHIGAN
SCHOOL OF MUSIC, THEATRE & DANCE

**IMPORTANT PROCEDURAL NOTES AND ANSWERS TO
FREQUENTLY ASKED QUESTIONS**

- A. Sabbatical Request Forms are DUE in the Dean's Office by November 1. Therefore, applicant's should submit a request to the department chair by the date the chair specifies so that the chair will have time to review, sign, and forward the applicant's packet to the Dean and Executive Committee by November 1.
- B. Only tenured professors and associate professors may apply for a Sabbatical. Tenure-track assistant professors under promotion and tenure review may NOT apply for a Sabbatical until AFTER the Board of Regents has approved promotions.
- C. The Sabbatical Request Form must be signed by the applicant and the chair/director of the department/unit BEFORE it may be submitted to the Dean and Executive Committee. If the chair/director is bypassed, the request will be returned to the applicant for completion.
- D. Each applicant is expected to seek supplementary support from a non-School source to pursue the proposed activity in order to offset the cost of the leave to the School.
- E. 1. If the applicant has a paid appointment in more than one department, school, or college, the signature(s) of the relevant chair(s) or director(s) must also be obtained. Please check with departments to ensure all required signatures are obtained. The form should not be submitted to the Dean until all relevant parties have signed.
2. If/when the Executive Committee approves a request, the applicant will receive a letter from the Dean, and the chair/director will receive a copy.
- F. Approval by the School Executive Committee IS NOT THE FINAL STEP in the process. After the requests are submitted to Faculty and Staff Records, they will be reviewed for: (1) eligibility (has the applicant taught 12 consecutive terms or 6 years—noting that Scholarly Activity Leaves and Leaves Without Salary DO NOT count toward equity); (2) location(s) during the Sabbatical; (3) complete data as to what the applicant will be doing and hope to accomplish; and (4) all relevant financial documentation. Once the request passes review by F&SR, it is forwarded to the Provost's Office for review, and, ultimately, to the Board of Regents. Notification of approval will come be sent to applicants in late March or early April from the Executive Director of Human Resources and Affirmative Action—not from the Dean's Office.
- G. If an applicant plans to request a leave of absence combined with a Sabbatical, the leave should be taken **BEFORE** THE SABBATICAL to comply with SPG 201.30-2 ("Faculty are **required** to return to the University for one year AFTER a Sabbatical ends). A

LEAVE OF ABSENCE FORM must also be submitted and approved by the School Executive Committee.

- H. Department Chairs that receive an administrative stipend for associated duties with this position, may NOT continue in the chair role, and must relinquish their administrative stipend during the sabbatical period. Chairs leaving for sabbatical must suggest a replacement to the Dean and Executive Committee, and the chosen replacement will receive the administrative stipend for the duration of the sabbatical period.

(07/25/07)

**THE UNIVERSITY OF MICHIGAN
SCHOOL OF MUSIC, THEATRE & DANCE**

WORKSHEET FOR LEAVES OF ABSENCE AND SABBATICAL REQUESTS

To the faculty member: Please complete this form and attach it to your request for a sabbatical or non-sabbatical leave. Your department, program, or center will send your request to the Dean's Office, 2300 Moore Building 2085.

NAME		EMPLID#	
SIGNATURE		DATE	

Please report the fraction of your appointment associated with each unit in which you hold a budgeted appointment.

TITLE	DEPARTMENT(S)	EFFORT

Please complete the following table. Write "active" for each term during which you were in residence and performing normal teaching, research, and service duties. Write "sabbatical leave", "duty off campus leave", "scholarly activity leave", "leave without salary", or "medical leave" where appropriate.

FALL	WINTER
1999	2000
2000	2001
2001	2002
2002	2003
2003	2004
2004	2005
2005	2006
2006	2007
2007	2008
2008	2009
2009	2010

How will the leave be funded?
What classes/courses need to be covered, and how does the department plan to do this?

If you are requesting a sabbatical leave: To be eligible for sabbatical leave, you must have received tenure and you must have accumulated 12 terms of sabbatical equity. Equity is earned during terms labeled "active" or "duty off-campus" in the table above. Please attach this signed worksheet and a current version of your curriculum vitae to the original of your Request for Sabbatical Leave (SPG 201.30-2).

If you are requesting a non-sabbatical leave: Please attach this signed worksheet to the original of your Request for Non-Sabbatical Leave