

MORGAN STATE UNIVERSITY SABBATICAL LEAVE POLICY

I. LEAVES

1. Sabbatical Leave

- a. Only the Board of Regents has the power to grant sabbatical leaves to faculty members, and the granting of such leaves is in the Board's unfettered discretion.
- b. Only Assistant Professors, Associate Professors, or Full Professors with tenure are eligible for sabbatical leave. Such faculty members must also have been on active, full-time service with the University for a period of at least six years subsequent to any previously granted leave. In exceptional circumstances, the Board may waive or modify these eligibility requirements by a vote of two-thirds of the members present (provided there is a quorum).
- c. The faculty member applying for sabbatical leave shall submit at least six months prior to the start of the proposed leave period a formal written request to the Chairman of the Department to which the faculty member is assigned, setting forth clearly the nature of the proposed sabbatical project, and stating his reasons for believing that the granting of same will be professionally beneficial to him and to the University.
- d. The Department Chairman will then forward the request with his/her recommendations to the appropriate Dean. The Dean will submit the request with his/her recommendations to the Vice President for Academic Affairs who will forward it to the President.
- e. If two officers (i.e., Chairman and Dean, Dean and President) approve the request, then the written request shall be forwarded to the Board for approval or disapproval. The request shall be accompanied by an endorsement that the services of the faculty member can be spared during the sabbatical period and that sufficient funds are available in the operating budget of the University for appointment of a temporary replacement, if required.
- f. A faculty member applying for sabbatical leave shall agree, as a condition of the leave, to return promptly to the University at the end of the sabbatical period and to remain at the University for at least the next two succeeding academic years unless the Board otherwise

decides. If a faculty member fails to return or fails to remain in service for at least two years, he/she shall repay the whole or a proportionate share of the salary paid him during his leave.

- g. Sabbatical leave may be granted for one five-month period on full salary, or for one ten-month period on one-half salary.
- h. All benefits and privileges of a faculty member on sabbatical leave shall be continued in the same manner as if he/she were not on such leave (i.e., salary merit increases, opportunity for promotion, retirement benefits, etc.).
- i. Seniority shall usually be considered in the selection of a faculty member for sabbatical leave.
- j. Regular employment by the faculty member while on sabbatical leave is prohibited without prior approval by the President. He/She shall be permitted to accept, in addition to the salary he/she receives from the University, only such awards, grants, contracts, fellowships, etc. as may also be given in aid of his/her approved sabbatical project.
- k. Compensation for occasional consulting services rendered during the sabbatical period shall not be considered as payment for salaries or wages.