

**MORGAN STATE UNIVERSITY**  
**POLICY AND PROCEDURES ON SABBATICAL LEAVE FOR FACULTY**

The President shall grant sabbatical leave to Morgan State University (University) faculty members consistent with the following guidelines:

- I. Eligibility Requirements
  - a. Must be full-time faculty.
  - b. Must be tenured.
  - c. Must have a minimum of six (6) years full-time service at the University since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
  - d. Leave of absence without pay shall not be counted as service to University for purposes of sabbatical leave.
  - e. Unless specifically stated otherwise, a faculty member engaged in compensated activities on behalf of the University, outside the academic program or unit shall be permitted to treat the period of such service toward eligibility for sabbatical leave.
  
- II. Duration of Sabbatical Leave
  - a. Full-time faculty members may be granted sabbatical leave for either:
    - i. One-half the faculty member's annual contract period at full compensation; or
    - ii. The full annual contract period at one-half normal compensation. (Example twelve month contract - twelve month sabbatical at one-half compensation, or six month sabbatical at full compensation.)
    - iii. The President may award sabbatical leave of greater than twelve months duration to a faculty member of long standing with distinguished and meritorious service to the University. In no case should sabbatical leave exceed twenty-four months at one-half compensation.
  
- III. Considerations for Awarding Sabbatical Leave
  - a. Opportunity to conduct scholarly work and to increase the faculty member's value to the University in carrying out its mission.
  - b. Opportunity to conduct important research and increase the faculty member's standing in the professional community.
  - c. Disruption to the academic program or unit is minimized.

**IV. Additional Compensation and Benefits**

- a. A faculty member will normally be permitted to accept only such grants, contracts, awards, fellowships, and other compensation as are given to support the approved sabbatical project. The approval of the President must be obtained prior to accepting any compensation beyond that provided by the University.
- b. A faculty member will normally be permitted to accept compensation for consulting services consistent with the University's policy on outside consulting. The prior approval of the President must be obtained.
- c. A faculty member who receives compensation without the approval of the President, as required by this Policy, will be required to return all compensation received from the University for the support of the sabbatical project.
- d. All benefits available to the faculty member under normal service shall be available during sabbatical leave unless otherwise specified.

**V. Application for Sabbatical Leave**

- a. Applications must be made at least six (6) months prior to the commencement of the proposed sabbatical leave. However, the Department Chairperson or equivalent academic administrator has discretion to waive the six (6) month application period on a case-by-case basis upon submission of supporting justification, provided all applications are received on or by ninety (90) days prior to the commencement of the proposed sabbatical leave.
- b. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.
- c. Applications must contain:
  - i. A detailed description of the project,
  - ii. The expected results of the project,
  - iii. A statement concerning the value of the project to the mission of the University and the faculty member's professional development,
  - iv. The date the faculty member became tenured at the University and a description of the responsibilities and accomplishments, and
  - v. The faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.

**VI. Approval Procedure**

- a. The Department Chairperson shall review each application for sabbatical leave and make a recommendation to approve, postpone or reject the application. The recommendations should clearly state:
  - i. The reasons for the decision including an appraisal of the project;
  - ii. Why the decision is consistent with this Policy;

- iii. An assessment of the effect of the faculty member's absence on the academic program.
- b. The application and review are to be forwarded to the Dean for recommendation and comment. The Dean shall determine whether any further recommendations are appropriate prior to forwarding the application to the Provost and Senior Vice President for Academic Affairs.
- c. Applications are routed through the Provost and Senior Vice President for Academic Affairs to the President. The President, or a designee, may approve, postpone, or reject the application for sabbatical leave. The faculty member shall be notified of the decision by the Office of the Provost and Senior Vice President for Academic Affairs, with copies of the decision to the Dean and the Department Chairperson. The faculty member shall receive a copy of any recommendations.
- d. The notice of approval of sabbatical leave must contain:
  - i. The beginning and ending dates of the sabbatical leave,
  - ii. The amount of compensation,
  - iii. An agreement by the faculty member to return promptly to the University at the termination of the sabbatical, and to continue service at the University for a minimum of one year, and
  - iv. The specific project for which the sabbatical is granted.

**VII. Report Requirement**

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 leave. The report is to be addressed to the Department Chairperson, with a copy to the Provost and Senior Vice President for Academic Affairs.

Amended and approved by BOR on August 1, 2017, effective September 1, 2017 (Supersedes Sabbatical Leave Policy approved by the Board of Regents on March 25, 1985).