



APPENDIX

Faculty Development Leaves Guide

Related Policy: Faculty Development Leaves

	Single Semester Leaves	Sabbatical Leaves	Entrepreneurial Leaves
Eligibility	Tenured, tenure-track, or contract faculty; sr leader returning to tenured faculty role	Tenured or contract faculty; senior leader returning to tenured faculty role	Tenured or tenure-track faculty
Approved Reasons	To focus more intently on significant work already in progress or pursue new studies, investigations, research, scholarly writing or artistic projects; develop curriculum or work on improvements in teaching	To focus more intently on significant work already in progress or pursue new studies, investigations, research, scholarly writing or artistic projects; develop curriculum or work on improvements in teaching	May typically involve ventures related to the development of University intellectual property (IP); other types of activities that can demonstrate substantial institutional benefit or that can constitute an innovative and collaborative project relating to the public good are also eligible for consideration
Duration	One semester	One to two consecutive semesters, with leave and return linked to semester timing	Up to 12 months, with extension of up to 6 months possible under special circumstances
Percentage Leave	100% leave	100% leave	a) Up to 50% leave or b) 100% leave NOTE: If leave is 20% or less, see Admin Policy: <i>Outside Consulting & Other Commitments</i>
Salary	100%	50%, with external salary augmentation limited to a maximum of the faculty's base salary	No salary for percent of leave
Supplemental U of M Funds	None available	Faculty may compete for supplemental funds provided to colleges to support sabbaticals	None available
Benefits	Full Benefits	Full Benefits	a) Up to 50% leave - Full Benefits; b) 100% leave - taxable lump sum payment that may be used to help offset benefit costs
Vacation Accrual	Continue to accrue vacation while on leave	Continue to accrue vacation while on leave	Continue to accrue vacation while on leave
Reporting/Progress Updates	Report summarizing work done while on leave w/in 3 months of returning from leave	Report summarizing work done while on leave w/in 3 months of returning from leave	Monthly discussions with department head/chair and OTC representative as appropriate

	Single Semester Leaves	Sabbatical Leaves	Entrepreneurial Leaves
Obligations or Return to Work	Return to service following leave for period of time equal to period of leave and at percentage of appointment held during leave. Faculty who do not return under these conditions and without written waiver must reimburse the U for all or prorated amount of salary, retirement, and benefits received during leave	Return to service following leave for period of time equal to period of leave and at percentage of appointment held during leave. Faculty who do not return under these conditions and without written waiver must reimburse the U for all or prorated amount of salary, retirement, and benefits received during leave.	Return to service following leave for period of time equal to period of leave and at percent of appointment at the time the leave commenced. Faculty who do not return to the U at the conclusion of the leave and without written waiver must reimburse the U for all or prorated amount of retirement and other benefits or lump sum payment received during leave.
Approval Process	<u>Senior Leader/Tenured Faculty</u> – president, in consultation with the appropriate dean, approves leave <u>Regular faculty</u> - dean approves leave requests. <u>Contract faculty</u> - department head/chair and dean determine availability of funds and approve leave requests	<u>Senior Leader/Tenured Faculty</u> – president, in consultation with the appropriate dean, approves leave <u>Regular faculty</u> - dean approves leave requests. <u>Contract faculty</u> - department head/chair and dean determine availability of funds and approve leave requests	<u>Tenured faculty</u> - dean approves leave requests <u>Tenure-track faculty</u> – provost approves leave requests
Availability or Frequency	<u>Senior leader/tenured faculty</u> –may be granted leave after significant years of service	<u>Senior leader/tenured faculty</u> –may be granted leave after significant years of service	
	Years of service must be in a University faculty appointment of 67% or greater		
	<u>Tenured faculty</u> – may be granted leave after 4 years of service. <u>Tenure-track and contract faculty</u> – may be granted leave after 2 years of service. Subsequent leaves after 4 additional eligible years of service.	<u>Tenured faculty</u> – entitled to leave after 6 years of service. <u>Contract faculty</u> – may be granted leave after 6 years of service.	<u>Tenured faculty</u> – may be granted leave after 4 years of service. <u>Tenure-track faculty</u> – may be granted leave after 4 years of service, under special circumstances upon the recommendation of the dean and approval of the provost. Subsequent leaves after 4 additional eligible years of service.
Overall Frequency	The use of sabbaticals and other leaves (including, but not limited to, single-semester leaves, entrepreneurial leaves, those from foundations, leaves without pay, etc.) should not affect adversely the delivery of instruction or the functioning of a unit. Over a seven-year period, faculty members may not be on leave for a total of more than three years, all leaves combined. Exceptions may be granted by deans and chancellors for additional leave time in rare circumstances (e.g. service to a federal granting agency).		
Forms to Complete	<ul style="list-style-type: none"> UM 21: Faculty Single Semester Leave 	<ul style="list-style-type: none"> UM 6: Faculty Sabbatical 	<ul style="list-style-type: none"> UM ___: Faculty Entrepreneurial Leave Tenure-track faculty, also UM 1766: Extension of Maximum Period of Probationary Service for Tenure-Track Faculty