UNIVERSITY OF MIAMI
COLLEGE OF ARTS AND SCIENCES
INFORMATION ON SABBATICAL LEAVE
(REVISED 1998)

A. Eligibility
1. Tenure.
2. Rank of assistant professor or above.
3. Current primary role in teaching and/or research.
4. Six years full-time service since first joining the faculty.
5. If previously the recipient of a sabbatical leave, six years full-time service since last returning from leave.
6. At least one year of tenured service after return from leave before retirement.

B. Benefits
1. For faculty on a nine-month contract: one semester at full salary or two consecutive semesters at two-thirds salary.
2. For faculty on a twelve-month contract: any six-month period at full salary or twelve months at two-thirds salary, such period normally falling within one fiscal year.
3. Retirement payments and all other fringe benefits will be continued, based on the salary that would be paid if not on leave.
4. Faculty on leave will be considered for promotion and raises.
5. External support in the form of fellowships and honoraria will be allowed, except that the total of all salary and extramural support shall not exceed the total budgeted salary for the period of the leave. *Salary payments from another institution for regular classroom teaching or for administrative duties will not normally be allowed.* Where an exception to this policy is desired, justification must be given in the sabbatical leave application, and a separate request for approval by the Provost must be submitted, via the department chair and dean.

C. Commitments to the University
1. A faculty member is obliged to return to the University for at least one year immediately following a sabbatical leave.
2. A written report on activities must be submitted to the Department Chair, Dean, and Provost within three months of returning from leave.

D. Evaluation of Applications
1. The Provost’s Office requires that all requests for sabbatical be submitted to that office for approval.
2. Requests for sabbatical must be submitted via the chair and dean to the Provost on the appropriate form. Applicants will be informed of the decision by the Dean.
3. A sabbatical leave is to be regarded as an opportunity for a faculty member to improve his or her effectiveness as a teacher and a scholar, and thus to increase the value of the faculty member's services to the University. It is not granted for health, rest, travel, vacation, or financial advantage, nor is it granted automatically after a stated period of service.
4. The application will be evaluated with respect either to all of the following criteria or to a subset of them that is fair and appropriate to the individual:
   a. Effectiveness of teaching.
   b. Quality of research, scholarship, or other creative activities.
   c. Other service to the University or the community at large.
   d. Extent to which the proposed activities will contribute to the improvement of the faculty member as a teacher and/or investigator.
   e. Years of service since the last sabbatical.