

## **CLAS Guidelines for Chairs: Sabbatical and Leave of Absence** *[rev. 7-21-25]*

### Timelines and Funding

- The application process for central University sabbatical funding occurs once per year, with a deadline in late February.
- While the AFUM bargaining agreement stipulates only a six-month notice for sabbatical requests, chairs and directors should work with faculty members to encourage prompt notice of the intent to apply for a leave.
- There will be no central funding for spring-semester sabbatical requests that miss the February deadline, even if the request meets the AFUM deadline.
- Central funding typically covers a fraction of the cost of replacement teaching during a sabbatical. Additional funding will be supplied by the College so that necessary replacement costs are covered, contingent upon the availability of funds.
- Sabbaticals are not an entitlement and may be denied. To facilitate approval, the faculty statement submitted must address in sufficient detail every question (a-e) on the request form: [https://umainesystem.sharepoint.com/:b:/r/sites/Payroll-HROperationsSupport\\_O365/Shared%20Documents/General/Forms/Sabbatical%20Educational%20Leave.pdf?csf=1&web=1&e=nSjBX8](https://umainesystem.sharepoint.com/:b:/r/sites/Payroll-HROperationsSupport_O365/Shared%20Documents/General/Forms/Sabbatical%20Educational%20Leave.pdf?csf=1&web=1&e=nSjBX8)
- Faculty and salaried staff in the UMPSA unit are eligible to request unpaid leave for educational purposes. UMPSA members may also request sabbatical. The request form is the same.
- A written report of sabbatical activities and accomplishments is required after return from a sabbatical. These must be submitted to the Dean's Office by January 30 for faculty who have taken a fall sabbatical and by September 30 for faculty who have taken either a spring or a full-year sabbatical.
- Questions about leave without pay for educational or personal purposes should be addressed to the Dean or the Associate Dean for Faculty Affairs and Administration.

### Process and Approvals

- Providing a detailed plan for coverage of the faculty member's responsibilities is crucial to the support of the leave. The Proposed Leave Coverage Plan Form is to be used for this purpose. It is your responsibility as chair to complete this form. A separate chair's letter is unnecessary. The form is posted on the CLAS faculty/staff resources website at <https://umaine.edu/las/faculty-resources/human-resources/>. For jointly appointed faculty, the two chairs or directors should coordinate in order to submit a single form.
- A peer committee recommendation is required for sabbatical requests. It is not required for unpaid leaves or for paid administrative leave awarded at the end of a chair's term.
- Funds needed to replace faculty members on sabbatical should be included on the department's section funding request for the semester at issue.
- The information on the Proposed Leave Coverage Plan form is used in the approval process and to estimate the cost of the leave replacement. Confirmation that the proposed costs will be covered ordinarily occurs as part of the scheduling building process for each semester, but chairs/directors are welcome to contact the dean with any specific questions about coverage.