

University of Maine
Policy on Chair, School Director, and Program Administrator Leaves

Department chairs, school directors, and Cooperative Extension program administrators shall be eligible for leave at full pay for two consecutive semesters, typically one academic year, after five or more consecutive years as chair/director/administrator, including any interim appointment (for Cooperative Extension the leave is for one twelve-month year). The one-year leave is for the purpose of engaging in professional development activities related to the next phase of the chair/director/administrator's professional career, be it return to service as chair/director/administrator, return to the role of a full-time teacher/scholar/researcher, or some other role that serves the university's mission. The proposal must describe goals and activities of the leave and be approved through the normal leave request processes.

The chair/director/administrator should complete a "Request for Sabbatical/Unpaid Leave for Professional Improvement/Educational Purposes" form. The application should be submitted no later than six months prior to the proposed effective date of the leave.

Upon completion of the leave, the recipient is required to submit a written report regarding the leave period and to return to campus for a minimum of two years of service. Should he or she not return, the salary received during the leave period must be returned to the University.

The recipient of a chair/director/administrator leave shall be eligible to apply for a regular sabbatical leave after completion of six years of service following the leave except those in the rank of professor, who shall be eligible to apply for a regular sabbatical after five years of full-time service following the leave.

Leaves for less than one year shall be governed by the existing sabbatical policies.

Questions regarding this policy should be directed to Human Resources or the Provost's office.

EVPA/Provost
12-6-2018