

# Sabbatical Leaves

A Sabbatical Leave is a leave of absence for professional improvement and is intended for the mutual benefit of the University and the person granted the leave. It should facilitate productive independent study, research and creative activity by providing a period for concentrated scholarly work. Sabbaticals are ordinarily reserved for those members of the faculty who have completed advanced academic preparation.

Such leave is available as a matter of privilege rather than as a right. Each application shall be decided upon its individual merit. Sabbaticals are granted by the Provost upon recommendation by the Department Chair and Dean.

Tenure track faculty members with the rank of assistant professor and above shall become eligible upon the completion of six years of active full-time service. The full-time service requirement is interpreted as full time service in residence (at the University) and does not include any leaves of absences (paid or unpaid). Interim disability and circumstances not covered by interim disability, such as leave for family illness or the birth or adoption of a child or any other similar circumstance, are considered leaves of absences when determining full-time service. A leave with pay for a fellowship, awards, or similar professional development activities are considered paid leaves of absence.

Years of service shall count from the date of full-time appointment to the rank of instructor or above or from the ending date of the previous leave for professional improvement. Eligibility for sabbatical leave does not accumulate if the period between such leaves is more than six years. On some occasions when a sabbatical leave is postponed at the request of the administration, then time may be “banked” toward a future sabbatical if such an agreement has been formalized at the initiation of the activity that results in the postponement.

The duration of a sabbatical is as follows:

For faculty on academic year appointments: one semester at full salary or two semesters at half salary.

For faculty on fiscal year appointments: up to six months at full salary or twelve months at half salary.

In exceptional cases, shorter leaves at more frequent intervals may be granted or even requested by the University to allow for greater flexibility than is attainable under the normal full-semester, six-year cycle.

For extended leaves at half pay, the University will maintain its full contribution to fringe benefits if matched by the faculty member. Arrangements should be cleared in advance with the Benefits Office.

Faculty members are obligated to return to active service at the University for a minimum of one year following a sabbatical leave of any duration. This obligation can be waived by the Dean of the appropriate school/college. After a leave has been taken, a written report of the work done shall be made to the Dean.

Faculty on sabbatical leaves are permitted to receive additional compensation in the form of: fellowships, government grants, and honoraria for purposes related to the leave; and part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research. The sabbatical leave may not be used to accept paid employment during the period of the leave except as provided above.

Approved by Deans Council on 1/16/2007  
(Excerpts from USNH Policy Manual and UNH Faculty Handbook)