

A. Sabbatical Leave Application

The TU Sabbatical Leave Application form can be found here: [Sabbatical Leave Application Form \(DocuSign\)](#)

- The completed application form must be submitted to the department chairperson, who forwards the application together with their recommendation to the college dean.
- If both the department chairperson and the dean of the college approve the application, the dean forwards the completed Sabbatical Leave Application to the Vice Provost for Academic Affairs by the third Monday of November.
- Faculty members will be notified in writing by the Office of the Provost of the granting or denial of the sabbatical request by the second Friday in February.

B. Teaching and Advising Eligibility Limitations for Faculty Members Taking Sabbatical Leave

1. Summer Teaching

- Faculty members taking either a full year sabbatical or a one-semester sabbatical are eligible to teach during the summer preceding or following the sabbatical leave.

2. Minimester Teaching

- Faculty members taking a full year sabbatical are **not** eligible to teach during Minimester.
- Faculty members taking a one-semester sabbatical are eligible to teach during Minimester.

3. Advising

- Faculty members taking either a full year sabbatical or a one-semester sabbatical may not be assigned advising responsibilities as faculty or First Year Experience (FYE) Advisers during the sabbatical period.

C. Timesheets

- Faculty are responsible for completing timesheets while on sabbatical, using the following codes:
 - The code SABFT is used for two semester leave
 - The code SABPT is used for one semester leave
- Faculty should alert their chairperson when they are traveling and unavailable to complete timesheets so that chairperson can complete the timesheets on their behalf.

D. Fulfillment of Sabbatical Leave Goals

If, due to illness or other personal reasons unforeseen at the time of the sabbatical leave application, a faculty member anticipates difficulty in achieving the intended goals of the approved sabbatical leave (as described in the faculty member's TU Sabbatical Leave Application), the faculty member must contact the department chairperson promptly to explore available resources and support mechanisms, modify the plan for sabbatical leave completion as outlined in the faculty member's TU Sabbatical Leave Application, and/or review alternative University leave classifications or benefits (e.g., sick leave, leave without pay, leave provided through the University System of Maryland Policy on Family and Medical Leave for Faculty [II-2.31]) as appropriate.

If the faculty member wishes to modify the plan for sabbatical leave completion as outlined in the faculty member's TU Sabbatical Leave Application, the modified plan must be approved by the department chairperson, the college dean, and the Provost. Modified applications will be retained in the Office of the Provost.

Upon learning of any changes to faculty leave status, the department chair must inform the college dean and the Vice Provost in writing.

E. Sabbatical Leave Report and Seminar

1. Reporting Requirements

Upon return from the sabbatical leave, faculty members must submit a written summary report on the sabbatical activities to the department chairperson, the dean of the college, and the Vice Provost. Additionally, the faculty member must present a public seminar on the results of the sabbatical project, open to Towson University faculty and students. **The written report and public seminar must be completed within the academic year in which the faculty member returns from sabbatical leave.**

Time in service counted toward the eligibility for the subsequent sabbatical leave period shall begin in the academic year following that in which the sabbatical leave report and seminar obligations are fulfilled. Faculty members who fail to fulfil the sabbatical reporting obligations will not be eligible for other University-funded financial support (e.g., travel funding, internal grants, funding for a graduate assistant) until the sabbatical leave report and seminar obligations are fulfilled.

The college dean shall be responsible for monitoring the completion of sabbatical leave requirements as well as for enforcing restrictions on University-funded financial support for faculty members who do not comply with report/seminar completion deadlines.

2. Sabbatical Report Format

The sabbatical report must be between 3-5 pages in length and must include answers to the following questions, which align with Part II of the Sabbatical Leave Application:

- a. Explain in detail the nature of your sabbatical project, including intended and actual outcomes.
- b. Describe in detail how you used the sabbatical leave time.
- c. Describe how your sabbatical leave activities contribute to knowledge in your discipline or area.
- d. Describe the value of your sabbatical leave activities to your ongoing development as a university professor.
- e. Describe the relationship between your sabbatical project and the mission and strategic plans of the department, college, and the university. Include details related to the support of student success and undergraduate/graduate student research when appropriate.

Sabbatical reports that do not adhere to these guidelines will not be accepted. The sabbatical leave report requirement will remain unmet until a report including answers to the questions above is submitted.

3. Sabbatical Seminar

Public presentation of the sabbatical seminar must be verified in one of the following ways to the Vice Provost via the Sabbaticals@towson.edu maildrop:

- Submission of a copy of a department, college or university research event agenda or program, where the faculty member name, topic of presentation, and date is listed.
- Submission of a copy of a sabbatical presentation announcement posted to [TU Events Calendar](#) by the faculty member, their college or department. Faculty and staff can log in to the events calendar with their TU NetID and submit an event.
- Submission of documentation otherwise confirming the details of the public sabbatical seminar by the faculty member's college or department.

8/13/2026
Office of the Provost