

A. Professional Leave Application

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

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

B. Advising Eligibility Limitations for Librarians Taking Professional Leave

- **Advising**
 - Librarians taking either a full year professional leave or a one-semester professional leave are **not** eligible to be First Year Experience (FYE) Advisers during the period of professional leave.

C. Fulfillment of Professional Leave Goals

If, due to illness or other personal reasons unforeseen at the time of the professional leave application, a librarian anticipates difficulty in achieving the intended goals of the approved professional leave (as described in the librarian's TU Professional Leave Application), the librarian must contact the department head promptly to explore available resources and support mechanisms, modify the plan for professional leave completion as outlined in the librarian's TU Professional 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 librarian wishes to modify the plan for professional leave completion as outlined in the faculty member's TU Professional Leave Application, the modified plan must be approved by the department head, the library 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 head must inform the library dean and the Vice Provost in writing.

D. Professional Leave Report and Seminar

1. Reporting Requirements

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

Time in service shall begin in the semester in which the librarian returns to campus. If reporting obligations are delayed beyond the academic year of return, then time in service shall begin when the reporting obligations are met. Librarians who fail to fulfil the professional leave 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 professional leave report and seminar obligations are fulfilled.

Examples of sabbaticals taken in the same AY

Example for Fall sabbaticals: If a faculty member took sabbatical leave in Fall 2020, time in service would begin with their return in Spring 2021. The faculty member would complete 6 years (12 semesters) in service at the end of Fall 2026. They would be eligible to apply in Fall 2026 for sabbatical in AY 2027-2028. This count would also apply to a Spring 2019-Fall 2020 yearlong sabbatical.

Example for Spring sabbaticals: If a faculty member took sabbatical leave in Spring 2021, time in service would begin with their return in Fall 2021. The faculty member would complete 6 years (12 semesters) in service at the end of Spring 2027. They would be eligible to apply in Fall 2026 for sabbatical in AY 2027-2028. This count would also apply to a Fall 2020-Spring 2021 yearlong sabbatical.

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

2. Professional Leave Report Format

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

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

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

3. Professional Leave Seminar

Public presentation of the professional leave 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, library or university research event agenda or program, where the librarian's name, topic of presentation, and date is listed.
- Submission of a copy of a professional leave presentation announcement posted to [TU Events Calendar](#) by the librarian's department or the library. Faculty and staff can login to the events calendar with their TU Net ID and submit an event.
- Submission of documentation otherwise confirming the details of the public professional seminar by the librarian's department or the library.

9/28/2026
Office of the Provost