

### **Sabbatical Leaves and Leaves Without Pay for Tenure-track Faculty Members in Liberal Arts**

Tenured faculty members are eligible to apply for sabbatical leaves after twelve semesters of full-time service. Leave of Absence applications are found on the College of Liberal Arts web site.

If a faculty member delays a sabbatical leave for a programmatic reason, but expects to take his/her next sabbatical "on time," that request must be made to the Dean. The faculty member and the chair should keep a copy of the Dean's written response.

Do you need to apply for a leave without pay?

1. If you receive Center for the Humanities Fellowships, Faculty Scholar awards, and other internal funding, **these are not considered leaves of absence**. The faculty member does not need to fill out an application for a leave without pay; think of this type of internal funding as simply "course buyouts." The funding goes directly to the College of Liberal Arts. The faculty member stays on the payroll and continues to receive regular pay and benefits.

Please list all fellowships, administrative (e.g. as chair) and grant-related course releases, etc., on the teaching/course adjustment form the chair/administrative assistant submits in advance of every semester's draft schedule and adjunct request form; the Dean's Office will notify the finance office.

The faculty member is normally expected to continue to advise students and fulfill service expectations unless the chair agrees to reduce these responsibilities.

These do **not** stop the sabbatical clock; you remain on schedule for your next leave.

2. If you receive external fellowships such as NEH awards and others:  
Under current College policy, **the faculty member does not need to take a leave without pay** (and does not need to fill out an application) in order to accept this funding **if these conditions apply**:
  - a. Funding must be sufficient to cover buyouts of his/her effort (teaching, service, etc.). In addition, funding must also be sufficient to cover all other costs associated with the fellowship (e.g., institutional commitment to additional funding of such expenses as travel, summer stipend, equipment, etc.).  
If these funding conditions are not met, the Dean's approval is required.
  - b. The organization granting the funds must be willing to pay the grant directly to UNH. Contact your Grant and Contract Administrator (GCA) at SPA to help you determine if the organization you are applying to will pay the grant to UNH. Access the list of GCAs on [this SPA document](#).
  - c. The faculty member must work with their Grant and Contract Administrator (GCA) at SPA. They can help you to budget properly; they also are aware of problematic grant conditions, such as intellectual property questions.

This arrangement does **not** stop the sabbatical clock; you remain on schedule for your next leave.

3. If your leave is not supported by internal funding or by external funding paid directly to UNH (see #1 or #2 above), then you should fill out an application for a leave without pay. A leave without pay **does** stop the sabbatical clock; your next leave will be delayed. However, if your situation does not fit any of the above circumstances, please contact the Dean's Office.

Please direct questions about leaves to Prof. Scott Weintraub, the Faculty Fellow in the Dean's Office. 8/21