

# CMSE Sabbatical Policy<sup>1</sup>

For MSU faculty on academic year appointments, sabbatical leaves are of two types: two consecutive terms with a fifty percent reduction in the AY salary (a “full-year” sabbatical) and one term with no reduction in pay (a “half-year sabbatical”). CMSE faculty may apply for either type of sabbatical.

Requests for sabbatical leave must be approved by all units where a faculty member’s appointment lies. Sabbatical requests consist of a completed Sabbatical Leave Information form (link provided below) and a current CV. As per College of Natural Science (CNS) policy (link provided below), requests for sabbatical leaves should be submitted to all of the applicant’s units by February 15<sup>th</sup> prior to the academic year for which the sabbatical is proposed. In CMSE, this request is sent to the department chairperson. All sabbatical leave requests must fully address the criteria specified in the CNS sabbatical leave policy.

When teaching resources are limited CMSE will give highest priority to full-year sabbatical requests, followed by half-year sabbaticals where the faculty member agrees to teach an additional course either in the semester immediately before or after they are on sabbatical to make up for the capacity lost during their sabbatical (or buy out said course using research funding, modulo the availability of a comparably qualified replacement instructor). Lowest priority will be given to half-year sabbatical requests where the faculty has not agreed to teach (or buy out) an additional course before or after their sabbatical. The reason for this ranking of prioritization is because **MSU provides departments with instructional support funding for faculty who take full-year sabbaticals, but not for half-year sabbaticals** – as a consequence, a half-year sabbatical imposes financial hardship on the department and/or increases teaching loads for other members of the department.

The CMSE chairperson reserves the right to deny a sabbatical leave request if the proposed plan does not demonstrate reasonable and appropriate use of the requested leave as articulated in the CNS sabbatical leave policy, and deny or defer a request if CMSE will not be able to meet its instructional obligations if the individual is gone during the requested term(s).

CMSE strongly supports family-friendly sabbaticals, which are defined as consisting of a series of short visits to other institutions with time in between those visits at MSU. The department also supports longer visits to other institutions, but they are not a necessary part of planning a sabbatical.

CMSE faculty who take sabbatical leave are typically relieved of their departmental service obligations (including college and university service on behalf of the department) for the duration of their sabbatical. The exception to this guideline is when a goal of the sabbatical is focused on instructional, programmatic, or administrative activities specifically relating to MSU, in which case any institutional service obligations should directly relate to said activities and their scope should be expressly agreed upon by the faculty member and department chairperson prior to the beginning of the sabbatical leave.

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<sup>1</sup> Approved by the CMSE Advisory Committee on 2020-10-19

## **Faculty Sabbatical Resources**

MSU Faculty Handbook policy on sabbatical leaves of absence: <https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/sabbatical.html>

College of Natural Science sabbatical leave policy: <https://natsci.msu.edu/faculty-staff/policies-procedures/sabbatical-leave-policy/>

MSU Sabbatical Request Form: [https://hr.msu.edu/time-off-leave/documents/Sabbatical\\_LOAform.pdf](https://hr.msu.edu/time-off-leave/documents/Sabbatical_LOAform.pdf)