

URMC Guidelines for Academic Leave Proposals (“sabbaticals”)

- [UR Faculty Handbook](#) (“Leaves of More Than One Month” pp. 50)
- [SMD Regulations of the Faculty](#) (“Academic Leave of Absence” pp. 23- 24).
- Academic leaves require the approval of the Dean’s Office / Office of Academic Affairs, and the UR Office of the Provost.
- Eligibility:
 - Full Time Faculty
 - Associate Professor or Professor
 - Granted tenure or have components Research, Scholarship, or Institutional Scholarship
- The deadline for academic leave proposals in the SMD Office of Academic Affairs is 6 months prior to the requested starting date for the leave, to allow for discussion and revision of proposals prior to submission to the Provost.
- All application materials are to be submitted to the Office of Academic Affairs (OAA) via your department’s designated Box folder- the Chair’s office will be able to assist.
- Contact the Vice Dean for Academic Affairs prior to submission if you have questions or for feedback on your proposal for academic leave.
- Salary for an academic leave with pay will be charged against a benefit pool up to the allowable limit. *If you have questions regarding salary while on leave please contact the OAA Sr. Faculty Affairs Administrator.*
- Faculty with sponsored research funding (i.e. ledger 5) must contact our Office of Research and Project Administration (ORPA) for review. If notification of sponsoring agency is required, this must be included with application materials.
- Faculty members are encouraged to seek outside support to help the School and University finance its leave program.
- If your leave involves an appointment or affiliation with a foreign institution or entity
 - Identify the institution(s) and the country location in your leave proposal.
 - Confirm that you have reviewed and are following the [Guidance for University Researchers Regarding International Appointments and Affiliations](#).
- Please note per the UR Faculty Handbook academic leaves are granted on the understanding that the faculty member has an obligation to return to his or her position at the University for a period of time at least equivalent to the length of the leave. An individual who does not return to the University after a paid leave must reimburse the University for the cost incurred to finance the leave.