

REQUIREMENTS FOR SABBATICAL LEAVE

The following documents should be included in the application for sabbatical leave. Criteria for sabbatical may be found in Article 12 of the Academic Personnel Policy of the University of Massachusetts Medical School (Document T95-022 as Amended by the Board of Trustees, August 23, 2006). The complete sabbatical request package should be sent to the Office of Faculty Affairs.

- Sabbatical Leave Procedure* (<http://umassmed.edu/uploadedFiles/sabbatical.pdf>).
- Letter from Department Chair addressed to the Vice Provost for Faculty Affairs.
- Current Curriculum Vitae (dated within 90 days of submission of the packet):
 - education, degrees, licensure and board certification (if relevant);
 - professional experience including research, teaching and service;
 - complete summary year by year of educational activities including courses taught, number of students trained or mentored, grand rounds, among others;
 - complete summary of service on committees, task forces, etc;
 - complete bibliography with citations clearly separated and distinguished as original peer reviewed articles, abstracts, books or chapters, case reports and technical manuals;
 - invited presentations at national and international meetings;
 - service on editorial boards and study sections;
 - grant award information, including grant agencies, award periods of total funds awarded;
 - list of past post-docs and graduate students and their current positions.

All sabbatical requests are subject to the approval of the Vice Provost for Faculty Affairs and Dean.