



For example,

Shaima Ragaa (faculty member) started in Sept 1, 2016 and has completed the required six consecutive years of service. She took an FMLA in fall 2020 and a pre-approved sabbatical leave in spring 2022. Shaima is currently applying for Promotion to Associate Professor with tenure for the 23-24 cycle. Therefore, she is eligible to move forward with her sabbatical application for a full AY 2025 at half pay.

[Sabbatical@uml.edu](mailto:Sabbatical@uml.edu) will verify the faculty's eligibility in the next step:

In case a faculty member is ineligible for sabbatical this current cycle, a notification will be emailed to the faculty from [sabbatical@uml.edu](mailto:sabbatical@uml.edu) including reasons and t

- d. Effective Oct 1, 2023, a dropdown menu for departmental impact statements has been added to our DocuSign form. Please select one response from the following options:
- Increased workload of other department faculty members
  - Increased class sizes
  - Staggering of courses on a semester basis
  - Postponement of applicant's courses
  - Team teaching
  - No departmental impact
  - Other (please specify):

It is imperative that the department impact statement is completed as it is a required field.

See the following example:

- e. Click "finish" to submit to the next approval queue.

f. The following screen confirming your completion will pop up.

Email [Sabbatical@uml.edu](mailto:Sabbatical@uml.edu) for any sabbatical related questions. Thank you.