

UNIVERSITY OF WYOMING

Office of Academic Affairs

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To: Academic Deans and Directors
From: Tami Benham-Deal, Associate Vice President
Date: September 23, 2016
Subject: Sabbatical and professional development leave requests for 2017-2018
Copies: Kate Miller, Ann Hild, Anne Alexander, Bill Gern, Dorothy Yates, Bryan Shader, Aneesa McDonald

This memorandum contains information and instructions for requesting sabbatical and professional development leaves for the 2017-2018 academic year. Please forward to department heads and other individuals who are interested in sabbaticals, including committees that review sabbatical proposals.

The regulations governing these leaves include UW 5-1.G.2.c and UW 5-173.B.2. These regulations can be found on the UW website at: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/>. In accordance with the regulations, sabbatical and professional development leaves may be granted to faculty members and academic professionals. However, the university does not recognize de facto leaves. The submission of an application does not automatically ensure that the leave will be granted.

Please also review the sabbatical pay guidelines (<http://www.uwyo.edu/acadaffairs/admin/>) and be advised that according to the regulation cited above a faculty member who does not return to the University for at least one academic year immediately following the leave shall be obligated to repay an amount equal to the net salary received during the leave. The repayment may not come from UW funds.

The dean or appropriate administrator should submit ranked recommendations from the college or unit to Academic Affairs by **Friday, November 11, 2016**. These administrators should provide a justification for each proposal that is submitted to Academic Affairs. *The college and department's plan for meeting instructional needs in the unit should be provided, including any needed adjustment of workload that may result from the sabbatical leave. Please notify other units that might be affected by the sabbatical leave (e.g., when faculty have interdisciplinary or cross-disciplinary responsibilities).*

In order to expedite the review process, we are requesting the sabbatical and professional development leave proposals be submitted electronically to Aneesa McDonald at aneesamc@uwyo.edu. The requests will then be promptly placed in a secure file for review by a committee composed of representation from Academic Affairs and Research and Economic Development.

Each candidate should use the guidelines and form found in this memo in developing the application. The form is also available on the Academic Affairs Web site at: <http://www.uwyo.edu/acadaffairs/admin/>.

Requests should reflect the care in preparation that is appropriate for the benefit that this type of paid leave represents. In particular, it is important that each request carefully address the relationship between the proposed activities and the University's mission, provides a clear plan that identifies a focused purpose, intended scholarly and curricular outcomes, and plan to achieve these outcomes. The attached pages provide useful guidance.

To give some indication of what constitutes a persuasive proposal, the following table on the next page lists a set of criteria that the review committee has applied in the last few years. The strength of a proposal is determined by evidence of one or more of the criteria.

Strength of Proposal	Criteria
Strong	Compelling need for off-campus work
	Substantial, well-planned change in scholarly emphasis
	Sound proposal for major curricular innovation
	Opportunity to advance one or more academic planning themes
	Scholarly project with verified external funding
Acceptable	Significant research or creative activity ripe for completion
	Opportunity for beneficial faculty exchange
	Convincing project with clear work plan and defined timetable for outcomes
Poor	Lack of grounds for better ranking
	Inappropriate use of sabbatical leave (such as job shopping)
	Absence of identifiable benefit to the institution
	Lack of eligibility
	Concerns about performance in teaching, research, or service

REQUEST FOR SABBATICAL OR PROFESSIONAL DEVELOPMENT LEAVE

Please consult the guidelines for completion of this application. Please type or print.

Name _____ College _____

Academic Rank _____ Department or Program _____

LEAVE IS REQUESTED FOR:

FALL SEMESTER (year) _____ ACADEMIC YEAR (Specify) _____

SPRING SEMESTER (year) _____ OTHER (Specify starting date) _____

End Date _____

Date and duration of last sabbatical or professional development leave _____

Date appointed to UW _____ Tenure or extended-term date _____

Anticipated outside support (please attach letter of support, if available):

Applicant's Signature _____ Date

Recommendation: (Department Heads, Deans, and other supervisors are expected to provide written recommendations.)

Approve Disapprove

Department head _____ Date

Approve Disapprove

Dean or other appropriate administrator _____ Date

GUIDELINES FOR COMPLETION OF THE REQUEST FOR SABBATICAL OR PROFESSIONAL DEVELOPMENT LEAVE

Please attach the following to the first page of the application.

1. A one- to two-page letter by applicant detailing the purpose of the sabbatical or professional development leave. Indicate clearly the main focus of the proposed activity, its anticipated consequences and scholarly or curricular products, and a defined timetable for achieving the goals and outcomes. Describe specific benefits to the individual, the department, the college, students, and the University. The audience for this letter will be faculty members and administrators outside of the applicant's field, who will read the letter critically but typically with no discipline-specific knowledge.
2. **A carefully constructed two- or three-sentence paragraph summarizing the proposed activities. The audience for this paragraph is the Board of Trustees. Poorly written, nonexistent, or nebulous paragraphs will jeopardize the proposal. Please include: (1) purpose of the sabbatical, (2) proposed activities, and (3) intended measurable outcomes.**
3. Letters of support from applicant's department head and dean. Together, these letters should detail how the proposed leave would benefit the applicant, the department, the college, and the University of Wyoming. Supporting letters from the heads and chairs should also specify how the duties of the faculty member will be covered if the sabbatical or professional development leave is granted. Please also attach a proposed budget for meeting the cost, if any, of replacement instruction. Providing confirmation from the institutions/agencies where the applicant is planning to spend the sabbatical or professional development leave will strengthen the proposal.
4. The dean's rankings and comments on the merits of the application.
5. A current copy of the applicant's curriculum vitae.
6. A list of the publications, creative accomplishments, or academic activities that were a direct consequence of any previous sabbatical or professional development leaves at UW.

The main criteria used to evaluate sabbatical or professional development leave proposals are as follows.

1. The purpose of sabbatical or professional development leave is to increase the recipient's professional competence and usefulness to the University. The purposes, logistics, and contributions of the sabbatical or professional development leave must be well conceived, clearly stated, and aligned with the mission of the University.
2. No right to sabbatical or professional leave accrues automatically through lapse of time. Employees earn sabbatical or professional development leaves in part by developing sound plans for the use of the time and in part by demonstrating professional competence and usefulness to the University throughout their career at the University.
3. Only tenured members of the faculty are eligible for sabbatical leave. In the past, faculty members who were untenured but expected a tenure decision in the current academic year were allowed to submit proposals, anticipating that they will be tenured by the time the sabbatical leave starts. Starting AY 16-17, proposals will be accepted from faculty members who have been granted tenure prior to the application due date. This means that the earliest a sabbatical proposal may be submitted is in the fall semester after the Board of Trustees has granted tenure.
4. A minimum of six years of academic service at the University must precede each period of sabbatical leave or professional development leave. There are no exceptions. Candidates may submit applications in their sixth year of academic service at UW, anticipating that they will have served a full six years by the time the sabbatical leave starts and providing they have received tenure by the sabbatical proposal due date.
5. Only Academic Professionals on extended-term appointments are eligible for professional development leave. In the past, academic professionals who served the required six years at UW and anticipated receiving an

extended term were allowed to submit proposals, anticipating that they would receive an extended term by the time the professional development leave started. Starting AY 16-17, proposals will be accepted from academic professionals who have been granted an extended term prior to the application due date. This means that the earliest a professional development leave proposal may be submitted is in the fall semester after the Board of Trustees has granted extended term.

6. The University does not grant sabbatical leaves for the purpose of pursuing degrees. Pursuit of an advanced degree may be an appropriate purpose for professional development leave for an academic professional, but the other criteria also apply.
7. Applicants must demonstrate that previous sabbatical or professional development leaves, if any, increased the recipient's professional competence and usefulness to the University and resulted in tangible outcomes.

The following additional guidelines apply.

1. Circumstances may warrant changes in the timing or location of a sabbatical or professional development leave. Academic Affairs will normally approve such changes, provided they are reasonably consistent with the original proposal and the affected department head and college dean agree.
2. Individuals initiate their request for sabbatical or professional development leave during the Fall semester preceding the academic year for which the leave is requested. Academic Affairs will not approve late requests. Sabbatical leaves will normally be for either a full or half contract year. (A contract year is defined as either two consecutive semesters or 12 consecutive months, depending on the individual's appointment.) Compensation during a leave for a full contract year is at a rate equal to 60 percent of the faculty member's salary. Compensation during a leave for a half contract year is at the full salary rate.
3. Academic-year employees contemplating year-long sabbatical leaves straddling two academic years (such as a spring-fall leave) should *contact UW's payroll department to discuss the impact it will have on your monthly paycheck*.
4. The time frame for leaves must minimize disruption to a faculty member's instructional responsibility. For example, the University will not approve requests for the last half of Fall semester plus the first half of Spring semester.
5. Upon return from leave, each faculty or academic professional must do the following:
 - a) Present a seminar to his or her academic unit describing sabbatical or professional development leave activities.
 - b) Within four weeks of the end of the first semester back from sabbatical, submit a two- to four-page report to the college dean and the Vice President for Academic Affairs outlining the leave activities, implications for professional development, and pending benefits such as publications, grants, and new courses. Include status of intended outcomes articulated in the sabbatical proposal.
6. To avoid payroll problems, the affected faculty member must notify Academic Affairs in writing when a sabbatical or professional development leave is cancelled or dates altered in any way.
7. Insurance Coverage for Faculty on Foreign Sabbatical Leave

Faculty with at least 80 hours of paid time each month and who maintain a residence in the U.S. will have continued health insurance coverage under CIGNA. The Risk Management office can answer any additional questions regarding International insurance and the Foreign Travel Notification form that must be completed prior to travel. For more information, go to:

<http://www.uwyo.edu/administration/operations/risk-management/index.html>