To: Academic Deans and Directors  
From: Tami Benham-Deal, Interim Associate Vice President  
Date: September 4, 2015  
Subject: Sabbatical and professional-development leave requests for 2016-2017  
Copies: David Jones, Bill Gern, Dorothy Yates, Bryan Shader, Aneesa McDonald

This memorandum contains information and instructions for requesting sabbatical and professional-development leaves for the 2016-2017 academic year.

The regulations governing these leaves are in UW Reg. 5-1, Section G. 2.c and on the UW website at:  
http://www.uwyo.edu/generalcounsel/_files/docs/uw%20reg%20updates%202015/uw-reg-5-1.pdf

Please also review the attached sabbatical pay guidelines 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 6, 2015. 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 attached guidelines and form in developing the application. The form is also available on the Academic Affairs Web site at:  
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, and specific plans for scholarly and curricular outcomes. The attached pages provide useful guidance.

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

________________________________________________________________________

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 ______________________
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.

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. Faculty members who are untenured but expect a tenure decision in the current academic year may submit proposals, anticipating that they will be tenured by the time the sabbatical leave starts. Approval of any such sabbatical proposal is contingent on the success of the tenure case.

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.
5. Only Academic Professionals on extended-term appointments are eligible for professional-development leave. Candidates may submit proposals in anticipation that they will hold extended-term appointments and will have served the required six years at UW by the time the leave starts. Approval is contingent on the success of the extended-term case.

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.

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:

   www.uwyo.edu/administration/operations/risk-management/index.html