

UNIVERSITY OF WYOMING

Office of Academic Affairs

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To: Academic Deans and Directors, Department Heads
From: Tami Benham-Deal, Vice Provost
Date: October 5, 2018
Subject: Sabbatical and professional development leave requests for 2019-2020
Copies: Kate Miller, Edmund Synakowski

This memorandum contains information and instructions for requesting sabbatical and professional development leaves for the 2019-2020 academic year. Please forward to individuals who are interested in sabbaticals, including committees that review sabbatical proposals.

The regulations governing these leaves include UW 2-1.VII.B.3 and UW 2-3.B.2. These regulations can be found on the UW website at: www.uwyo.edu/regs-policies/. 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 (www.uwyo.edu/acadaffairs/files/docs/sabbatical_pay_guidelines.pdf). 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.

This year sabbaticals will be collected and reviewed through a new online system. Academic Affairs has developed a training that will be held **Thursday, October 11, 2018 in Coe 506**. Faculty members who are interested in submitting a proposal should attend. At that meeting, we will provide a new document on guidelines for writing a successful sabbatical proposal. This document will soon be published to the Academic Affairs website.

Faculty members who will be submitting a proposal should contact their Dean's office and indicate an interest so that the system administrator can create the proper materials in the online system. (For Directors in units reporting directly to the Provost – if someone in your unit plans to submit a proposal and you do not have a system administrator for the new online system, contact Aneesa McDonald.) The dean or appropriate administrator should only recommend those proposals judged to be of value to the University and to have an important contribution to the applicant's professional growth and/or to the applicant's field. Deans or the appropriate administrator will provide a ranked list of proposals that are recommended from the college or unit to Academic Affairs by **Monday, November 12, 2018**. A justification for each proposal should be provided.

The college and department's plan for meeting instructional needs in the unit should be provided in the recommendation letter from both the Academic Unit Head and the Dean, 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).

The Provost has established an ad-hoc sabbatical review committee composed of academic personnel, including members from Faculty Senate's Research Advisory Committee and Faculty Development Committee to provide a preliminary review of proposals that are submitted to Academic Affairs. A final review will be conducted by representatives from Academic Affairs and the Office of 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:
www.uwyo.edu/acadaffairs/policies/employment.html.

Proposals should reflect careful and thorough 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 strategic plan, provides a clear plan that identifies a focused purpose, intended scholarly and curricular outcomes, and plan to achieve these outcomes.

REQUEST FOR SABBATICAL OR PROFESSIONAL DEVELOPMENT LEAVE

Please consult the guidelines for completion of this application. Please type or print. This form should be uploaded to the new online system, along with other sabbatical materials.

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 _____

Applicant's Signature (may be typed) _____ Date _____

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR SABBATICAL OR PROFESSIONAL DEVELOPMENT LEAVE

Applicant will upload the following documents:

1. Completed request for sabbatical or professional leave form.
2. 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.
3. **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.**
4. A current copy of the applicant's curriculum vitae.
5. Any supporting documents including confirmation from the institutions/agencies where the applicant is planning to spend the sabbatical or professional development leave.
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.

Academic Unit Head and Dean will upload the following documents:

1. Letters of support from both the applicant's unit 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. If the applicant holds a joint appointment a letter of support must also be provided by the dean or director of the second unit.
2. Deans or the appropriate administrator will provide ranked recommendations from the college or unit to Academic Affairs (aneesamc@uwo.edu) by **Monday, November 12, 2018**. These administrators should provide a justification for each proposal that is submitted to Academic Affairs.

Important information regarding sabbatical or professional development leave proposals

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. 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. 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.
8. 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.
9. 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.
10. 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*.
11. 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.

12. 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.** In a separate document, please include a 2-3sentence paragraph that will be given to the Board of Trustees that includes the status of your intended outcomes.
13. 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.**
14. 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/risk/claims-and%20insurance/foreign-travel.html>