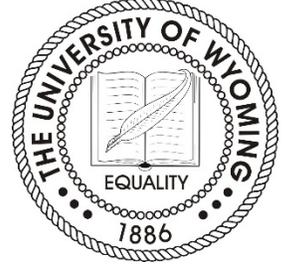


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UNIVERSITY OF WYOMING REGULATIONS

Subject: Sabbatical and Professional Development Leave

Number: UW Regulation 2-16

1 **I. PURPOSE**

2
3 The purpose of sabbatical and professional development leave is to enhance the professional
4 effectiveness of the faculty and to enrich the academic climate of the University.
5

6 **II. POLICY**

7
8 Tenured faculty members may apply for a sabbatical leave and academic personnel on
9 extended term or fixed-term ~~contracts~~appointments may apply for professional
10 development leave. The Office of Academic Affairs is responsible for assuring the
11 University has standard procedures for the application and review of such leaves.
12

13 **A. Sabbatical Leave**

14
15 Sabbatical ~~l~~Leave may be granted to any tenured member of the University
16 faculty to allow for full time study, research, creative activity, or other academic
17 activities designed to enhance their scholarly and teaching competence and
18 capabilities, and thereby enable them to make greater contributions to their
19 disciplines, their students, and the University of Wyoming. Sabbatical ~~L~~Leave time
20 may be used for enhancement of teaching, research, writing, and/or study at a
21 place of the recipient's choosing. University personnel holding faculty rank whose
22 duties are primarily administrative in nature shall also be eligible for Sabbatical
23 ~~l~~Leave. University Officers, in their capacity as University Officers, are not
24 generally eligible for University Sabbatical ~~l~~Leaves.
25

26 A minimum of six (6) years of academic service at the University must precede
27 each period of ~~s~~Sabbatical ~~l~~Leave although no right accrues automatically through
28 lapse of time. Tenure-track faculty must have tenure before being eligible to
29 apply for a sabbatical. The granting of such Leave is, in each case, within the
30 discretion of the President upon the recommendation of the Provost and Vice

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31 | President for Academic Affairs. Sabbatical lLeaves shall ordinarily not be
32 | available for the purpose of seeking an advanced degree.

33 | Individuals normally initiate their request for sSabbatical lLeave during the Fall
34 | semester preceding the academic year for which the Leave is requested. The
35 | request, which shall contain a well-conceived, clearly defined purpose and work
36 | plan for which the Leave is requested and the anticipated outcomes of the Leave,
37 | shall be forwarded to the President of the University through the appropriate
38 | administrative and/or academic officers, with a recommendation from each
39 | attached.

40 |
41 | **B. Professional Development Leave**

42 |
43 | Academic personnel on extended-term or fixed-term appointments ~~and non-tenure~~
44 | ~~track faculty on fixed term contracts~~ who have completed a minimum of six (6)
45 | years of academic service at the University shall be eligible for pProfessional
46 | dDevelopment lLeave, although no right occurs through lapse of time.
47 | Individuals transitioned from extended term positions shall be able to count years
48 | of eligibility towards the six year time frame. The purpose of pProfessional
49 | dDevelopment lLeave will be to enhance performance, to engage in research or
50 | creative activities, to conduct special studies, or in some other way to undertake
51 | planned activities related in a substantial manner to the individual's role at the
52 | University. pProfessional dDevelopment lLeave shall ordinarily not be available
53 | for the purpose of seeking an advanced degree.

54 |
55 | In order to be eligible for pProfessional dDevelopment lLeave, academic
56 | personnel in fixed-term appointments must have at least one year left in the term
57 | following the proposed leave. The fixed-term ~~contract appointment will may~~
58 | automatically roll forward during the pProfessional dDevelopment lLeave.
59 | Academic Personnel are not eligible for pProfessional dDevelopment lLeave
60 | unless their fixed-term ~~contract appointment~~ has been rolled forward.

61 |
62 | Unless specified in this section, conditions associated with pProfessional
63 | dDevelopment lLeave shall be consistent with those described for sSabbatical
64 | lLeave.

65 |
66 |
67 |
68 |

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69 **III. SALARY RATE**
70

71 | Sabbatical and professional development ~~l~~eaves will normally be granted for either a
72 | full or half contract year. Leave for a full contract year shall be compensated at a rate
73 | equal to sixty (60) percent of the faculty member's annual salary; Leave for a half
74 | contract year shall be compensated at the annual rate for the limited period. Benefits
75 | remain the same while on sabbatical or professional development leave, except for
76 | retirement and social security, which are pro-rated according to the reduction in salary.
77 | No faculty member shall receive supplemental salary from the University during the
78 | specific semesters constituting the sabbatical ~~leave~~ period.
79 |

80 | While on a full contract year Sabbatical ~~l~~eave -- whether an academic or fiscal year --
81 | outside compensation in the form of grants, contracts and other forms of funding may be
82 | accepted. However, in the event that a faculty member receives more than 40 percent of
83 | his/her salary from outside sources, the University will reduce its compensation so that
84 | salary monies received from University and external sources will total no more than 100
85 | percent of base salary during the period of leave.
86 |

87 | If allowances for travel and other expenses directly related to the leave are included in
88 | the outside grant or contract, the amount of these allowances may be disregarded in
89 | computing the contribution to be made by the University.
90 |

91 | A faculty member who fails to return to the University for at least one academic year
92 | immediately following his or her sabbatical ~~leave~~ shall owe to the University an amount
93 | equal to his or her net salary applicable to the term of the sabbatical ~~leave~~. For this
94 | purpose, net salary is defined as gross salary minus tax withholdings and pre-tax
95 | deductions for UW's basic health, life, and retirement benefits.
96 |

97 **IV. REPORT**
98

99 | At the Board of Trustees January meeting, the Provost shall submit an annual report
100 | detailing the sabbatical and professional development leaves approved for the preceding
101 | academic year.

Responsible Division/Unit: The Office of the Provost and Vice President of Academic Affairs

Source:

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Links:

Associated Regulations, Policies, and Forms:

History: