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7 A BILL TO REVISE UW REGULATION 5-1  
8 "Academic Personnel"  
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13 WHEREAS, the University Reappointment, Tenure and Promotion Committee  
14 examined procedures regarding promotion to full professor and updated the policy to  
15 eliminate length of service as a prerequisite; and  
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17 WHEREAS, their conclusion was vetted and approved by the Faculty Academic  
18 Standards, Rights and Responsibilities Committee; therefore,  
19

20 BE IT ENACTED by the Faculty Senate of the University of Wyoming to amend  
21 UW Regulation 5-1 as presented in the attached addenda.

22 **UW REGULATION 5-1**  
23 **Academic Personnel**  
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26

27 **A. ACADEMIC FREEDOM**  
28

29 The faculty and academic professionals are the educational body of the University and  
30 in recognition of the fact that true education may flourish only when they are both free  
31 and responsible, the Trustees subscribe to the following statement on academic  
32 freedom and their responsibilities as adopted in 1990 by the American Association of  
33 University Professors:  
34

35 Academic freedom....applies to both teaching and research.  
36 Freedom in research is fundamental to the advancement of truth.  
37 Academic freedom in its teaching aspect is fundamental for the  
38 protection of the rights of the teacher in teaching and of the  
39 students to freedom in learning. It carries with it duties correlative  
40 with rights.  
41

42 Teachers are entitled to full freedom in research and in the  
43 publication of the results, subject to the adequate performance of  
44 their other academic duties; but research for pecuniary return  
45 should be based upon an understanding with the authorities of the  
46 institution.  
47

48 Teachers are entitled to freedom in the classroom in discussing  
49 their subject, but they should be careful not to introduce into  
50 their teaching controversial matter which has no relation to their  
51 subject....  
52

53 College and university teachers are citizens, members of a learned profession, and  
54 officers of an educational institution. When they speak or write as citizens, they should  
55 be free from institutional censorship or discipline, but their special position in the  
56 community imposes special obligations. As scholars and educational officers, they  
57 should remember that the public may judge their profession and their institution by their  
58 utterances. Hence they should at all times be accurate, should exercise appropriate  
59 restraint, should show respect for the opinions of others, and should make every effort to  
60 indicate that they are not speaking for the institution.

61 **B. FACULTY**

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**1. DESIGNATION**

Faculty status shall be granted at the appropriate professorial rank to those individuals engaged in teaching or research in the colleges of the University and to such other groups or individuals as the Trustees may designate. The general qualifications for the various faculty ranks shall be as follows:

- a. Instructors normally shall have a master's degree and preferably at least one year of additional study or professional experience in the field in which the instructorship is granted.
- b. Assistant professors shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
- c. Associate professors shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), shall have established a reputation in scholarship, teaching, artistic creation, or other productive activity in the field in which they are to serve.
- d. Professors, in addition to having the qualifications of associate professors, have demonstrated superior performance overall, being highly successful in the following areas where appropriate:
  - 1.) direction of graduate and undergraduate work and research,
  - 2.) scholarship or other creative work,
  - 3.) teaching,
  - 4.) extension,
  - 5.) service to the university as well as other communities and professional organizations, which may include administrative leadership.
- e. Research professor shall be the title granted to persons who have demonstrated superior capacity for research contributions and are employed fully on external research funding; in addition, these individuals must hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.). Such appointments shall be only at the professorial rank and for not more than one year in duration; however, one may be reappointed annually by the Trustees subject to a satisfactory annual performance evaluation and the availability of external funding from contracts and grants. Service as a research professor does not entitle one to tenure and its privileges.

104 f. Clinical professor shall be the title granted to those employed to teach  
105 in health care related programs offered by the University; the college dean  
106 and other appropriate academic officers will determine the appropriate  
107 academic qualifications and professional experience for these faculty.  
108 Such appointments shall be for not more than one year in duration;  
109 however, one may be reappointed annually subject to a satisfactory  
110 annual performance evaluation and available funding. Service as a  
111 clinical professor does not entitle one to tenure and its privileges.

112  
113 The general qualifications for faculty designation defined above may be waived  
114 or modified at the discretion of the President and the Trustees.

115  
116 **C. FACULTY APPOINTMENT**

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118 **1. FULL-TIME FACULTY APPOINTMENTS**

119  
120 Faculty members shall be appointed by the Trustees. Recommendations for  
121 such appointments shall be initiated by the head of the unit in which the  
122 appointment occurs, after full consultation with members of the unit. The  
123 recommendations shall then be forwarded through the appropriate academic  
124 officers, who shall add their recommendations; the President of the University  
125 will then forward his/her recommendation to the Trustees. No appointment shall  
126 be binding upon the University unless accepted in writing by the faculty member  
127 within the time specified for response, following action by the Trustees.  
128 Appointments shall be for a specified period at the appropriate professorial rank  
129 as described in this regulation to be classified as follows:

130  
131 a. Tenure-Track Appointments

132  
133 Probationary appointments of tenure-track faculty filling a budgeted vacancy  
134 normally will be for one academic year; individuals so appointed will be  
135 considered for reappointment annually for the term of the probationary period  
136 specified in **section D**.

137  
138 However, in appropriate circumstances, appointments may be for up to three  
139 years; continuation during the initial multi-year term will be contingent upon  
140 satisfactory annual performance evaluations. If one is reappointed at the  
141 termination of the full probationary period, s/he will be granted tenure. Credit  
142 for prior experience must be specified in the letter of offer and approved by  
143 the Vice President for Academic Affairs. In rare circumstances, tenure and  
tenure-track appointments may be less than full-time positions.

144 b. Temporary Appointments  
145 Temporary appointments with faculty rank may be made to address specific  
146 instructional or research needs. Such appointments shall not be for more  
147 than one year in duration; however, temporary faculty may be reappointed  
148 annually subject to a satisfactory performance evaluation. Service as a  
149 temporary professor does not entitle one to tenure and its privileges.

150  
151 c. Visiting Faculty Appointments  
152  
153 Visiting faculty appointments to address specific University instructional  
154 needs may be extended to faculty members from other institutions or  
155 professional persons who possess special expertise. Such appointments may  
156 be with professorial rank but shall not be for more than one year in duration;  
157 however, a visiting faculty member may be reappointed subject to a  
158 satisfactory performance evaluation. Service as a visiting professor does not  
159 entitle one to consideration for tenure and its privileges.

160  
161 **2. PART-TIME FACULTY APPOINTMENTS**  
162  
163 The appointment of part-time faculty members during the academic year and  
164 for Summer Session will be made by the President of the University upon the  
165 recommendation of the appropriate academic officers.

166  
167 **3. EMERITUS APPOINTMENTS**  
168  
169 Emeritus status may be awarded to those tenured faculty members and extended-  
170 term academic professionals who retire after long and distinguished service to the  
171 University. Nominations for emeriti status shall be initiated by the department  
172 head and/or dean; the nomination shall then be forwarded through the appropriate  
173 academic officers, who shall add their recommendations; the President of the  
174 University will then forward his/her recommendation to the Trustees.

175 **4. ADJUNCT FACULTY APPOINTMENTS**  
176  
177 Adjunct appointments may be made when deemed appropriate to make available  
178 to the University, on a limited or part-time basis, the services of persons who  
179 have attained recognition in their professional fields of scholarship, creativity,  
180 or other distinguished accomplishments relevant to University programs.  
181 Such appointments may be with faculty rank or clinical faculty status. Adjunct  
182 faculty may include academic personnel in other University departments or  
183 colleges as well as those employed outside the institution. Each letter of  
184 appointment shall set forth the terms and conditions under which services to the  
185 University are to be performed by the appointee. Such appointments provide no  
186 financial remuneration.

187  
188 Adjunct appointments will be made by the Trustees of the University, upon the  
189 recommendation of the appropriate academic officers, for a period of not more  
190 than three years; however, an individual may be reappointed. Service as an  
191 adjunct professor does not entitle one to consideration for tenure and its privileges.  
192

193 **D. FACULTY REAPPOINTMENT, TENURE AND PROMOTION**

194  
195 To hold a position with tenure means that the faculty appointment is not subject to  
196 termination or substantial reduction in status without adequate justification as outlined in  
197 **section E. DISMISSAL OF FACULTY** below.  
198

199 Therefore, the reappointment procedures are integrally related to the tenure and  
200 promotion decisions of those faculty serving probationary appointments. Only those  
201 tenure-track faculty who successfully complete this period and are approved by the  
202 Trustees, will receive tenure. An individual who is not offered tenure at the end of the  
203 probationary period shall not be retained as a faculty member.  
204

205 The main criteria for reappointment, tenure and promotion decisions are creative  
206 development, advancement of knowledge, and dissemination of knowledge. These  
207 criteria may be demonstrated in the University's functions of teaching, research, creative  
208 contributions, extension, service to the state of Wyoming, professional service, and other  
209 University-related activities and services.  
210

211 Candidates for reappointment, tenure and promotion are evaluated on the academic  
212 functions they are expected to perform and the evaluations will appropriately recognize  
213 the proportion of time allocated and expected for the particular functions by the  
214 candidates at each professorial rank. In addition, the programmatic needs and directions  
215 of the University will also be considered in reappointment and tenure cases.

216 Procedures concerning the review and reappointment of probationary faculty, as well  
217 as tenure and promotion of all faculty, shall be initiated as specified in UW  
218 Regulations. These decisions are to occur annually and successively, as specified by the  
219 Vice President for Academic Affairs, at the department, college, and University levels;  
220 at each administrative level the cognizant University officer will make a  
221 recommendation after having been advised by an appropriate faculty committee or group.  
222

223 The probationary period for tenure decisions is normally based on rank at the time of  
224 initial appointment to the University of Wyoming as set forth below:  
225

- 226 1. For instructors, the tenure decision will be made no later than the sixth year.  
227  
228 2. For untenured assistant professors, the tenure decision will be made no later than the  
229 sixth year.

230 3. For untenured associate professors, the tenure decision will be made no later than  
231 the fourth year.

232  
233 4. For untenured professors, the tenure decision will be made no later than the third  
234 year. Tenure decisions will be considered "early" if the candidate has served fewer years  
235 than specified above.

236  
237 In exceptional cases, a faculty member may request in writing that his/her probationary  
238 period for tenure be modified. This request will be forwarded to the Vice President  
239 for Academic Affairs after review and recommendation by the department chair and  
240 college dean. The Vice President for Academic Affairs will render a decision on the  
241 request to modify the probationary period.

242  
243 The procedures and consequences of mandatory and optional reviews for probationary  
244 faculty are specified in UW Regulations.

245  
246 When an individual on probationary appointment is not recommended for reappointment,  
247 the President shall advise the faculty member in writing of this decision at least three  
248 months prior to the end of the contract year for those in their first year of service, at least  
249 six (6) months for those in their second year of service and at least twelve (12) months for  
250 those who have served more than two years at the University. Academic year contracts  
251 terminate one week following Spring commencement.

252  
253 The promotion of faculty shall also be initiated in accordance with the procedures specified  
254 in UW Regulations. Promotion decisions for assistant professors being considered for  
255 associate rank will normally occur during the sixth year of service; decisions prior to the  
256 sixth year will be considered "early." **PROMOTION DECISIONS FOR ASSOCIATE  
257 PROFESSORS BEING CONSIDERED FOR THE RANK OF PROFESSOR ARE NOT  
258 TIED TO YEARS OF SERVICE. INSTEAD, THEY HINGE ON THE DEPTH,  
259 LEVEL, AND NATIONAL OR INTERNATIONAL SCOPE AND RECOGNITION OF  
260 THE CANDIDATE'S CONTRIBUTIONS TO THE DISCIPLINE AND THE  
261 UNIVERSITY'S MISSION. ASSOCIATE PROFESSORS SEEKING PROMOTION  
262 TO PROFESSOR NORMALLY UNDERGO A PERIOD OF ADDITIONAL  
263 GROWTH THAT RESULTS IN A GREATER LEVEL OF ACCOMPLISHMENT  
264 AND INTELLECTUAL LEADERSHIP.** ~~Promotion decisions for associate professors  
265 being considered for professor rank is not tied to years of service; however, decisions will be  
266 considered "early" if one has served fewer than five years in the associate rank.~~

267  
268 A faculty member who has been offered tenure, and who has refused to accept tenure, can  
269 be reappointed annually at the discretion of the department in which this individual holds  
270 an appointment; in addition, any such person shall have all rights and responsibilities of  
271 tenured faculty members except permanent appointment.

272  
273 As noted in paragraph B.1., not all faculty members are eligible for tenure. Faculty  
274 employed as lecturers in intercollegiate athletics, research professors, clinical  
275 professors, temporary, visiting or adjunct faculty, those serving with archivist or library

276 faculty status and officers in the Divisions of Military Science and Aerospace Studies are  
277 among those excluded.

278  
279 Administrative and academic officers do not have tenure in their administrative positions  
280 and shall serve in such capacity at the pleasure of the President and/or the Trustees. If  
281 they hold concurrent faculty appointments, they may be granted tenure in the faculty  
282 position at the discretion of the Trustees. However, no one shall forfeit tenure by reason  
283 of appointment to an administrative position.

284  
285 Reappointment, tenure and promotion evaluations and recommendations shall be  
286 communicated to the individual in writing by the dean, or equivalent academic officer,  
287 prior to forwarding the information to the Vice President for Academic Affairs Office.

288  
289 If the faculty member desires to comment upon the recommendation or evaluation, he/she  
290 may do so by forwarding written comments to the appropriate University officers.  
291 This information will become part of the candidate's tenure and promotion packet.

292  
293 **E. DISMISSAL OF FACULTY**

294  
295 Tenured or extended term faculty members may be dismissed (1) for cause, (2) because  
296 of *bona fide* financial exigencies of the University as described in UW Regulation 6-41,  
297 or (3) because of program elimination as described in UW regulation 6-43. "Cause" is  
298 defined to include physical or mental incapacity (as delimited by federal and state  
299 disability law) and any conduct which seriously impairs the ability of the University of  
300 Wyoming to carry out its functions. Such conduct includes neglect of duty, falsification,  
301 fabrication, or plagiarism, and behavior that leads to a conviction of a felony. Such  
302 conduct also includes discrimination as defined by UW Regulation 1-5 and sexual  
303 misconduct pursuant to UW Regulation 8-256 and any other related documents and  
304 applicable UW Regulations. Proposed dismissals of faculty members for cause must  
305 follow the procedures set forth in UW Regulation 5-801. The procedures set forth in  
306 UW Regulation 5-801 do not apply to dismissals of faculty members because of *bona*  
307 *fide* financial exigencies or because of program elimination (see Appendix B to UW  
308 Regulation 5-35, which provides a process for hearing the appeal of any faculty  
309 member whose appointment is terminated pursuant to UW Regulation 6-41 or UW  
310 Regulation 6-43).

311  
312 During the probationary period, the President of the University may dismiss a faculty  
313 member for cause prior to the expiration of the contract period after consultation with the  
314 appropriate administrative and/or academic officers. The President, prior to acting may, if  
315 he/she determines it to be necessary or desirable, cause an investigation to be made and  
316 may order a hearing by the appropriate faculty committee. The procedures set forth in UW  
317 Regulation 5-801 do not apply to dismissals of faculty members for cause during the  
318 probationary period.



319 These provisions shall not be interpreted as to constitute interference with academic  
320 freedom.  
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**F. ACADEMIC PROFESSIONALS**

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**1. DESIGNATION OF ACADEMIC PROFESSIONALS**

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Academic professionals hold academic appointments based upon specialized qualifications and specific job descriptions which enable them to fulfill assigned academic duties within the academic community. These personnel engage in activities which extend and support the teaching, research, extension and service missions of the University.

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The Trustees shall approve each category of employees (i.e., extension educators, lecturers, research scientists, etc.) who shall be classified as academic professionals. Rank, academic qualifications, and conditions of employment for these groups are outlined in UW Regulations. Academic professionals with extended-term appointments may be awarded emeritus status upon retirement, following the same process as defined for faculty.

339

**2. APPOINTMENT OF ACADEMIC PROFESSIONALS**

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Academic professionals shall be on either extended-term or temporary appointments; the appointment may be full-time or part-time depending upon the academic unit's needs and resources. Appointment and reappointment of academic professionals shall be made as set forth in UW Regulations.

346

**a. Approval of Extended-Term Appointments**

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All extended-term appointments, whether full- or part-time involving either probationary or extended-term status, shall be approved by the Trustees.

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Recommendations for such full-time appointments shall be initiated by the head of the unit in which the appointment is to occur, after consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic officers, who shall add their recommendations; the President will make his/her recommendation to the Trustees.

357

**b. Approval of Temporary Appointments**

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361

All temporary appointments, whether full- or part-time, shall be made by the President of the University upon the recommendation of the appropriate academic officers.

362 No appointment shall be binding upon the University unless accepted in  
363 writing by the academic professional appointee within the time specified for  
364 response following action by the Trustees or the President.

365  
366  
367 **3. EXTENDED-TERM APPOINTMENTS OF ACADEMIC**  
368 **PROFESSIONALS**

369  
370 Extended-term appointments may be full-time or part-time, depending upon the  
371 needs and resources of the academic unit. An academic professional hired on  
372 an extended-term track will be required to complete a probationary period before  
373 receiving an extended-term appointment. The length of the probation -- ranging  
374 up to six (6) years -- will be based on duties and responsibilities of the position,  
375 proposed rank, prior service and accepted practices in the professional field.  
376 Credit for prior experience must be specified in the initial letter of offer and  
377 approved by the Vice President for Academic Affairs.

378  
379 Following a successful performance review at the end of the probationary  
380 period and Trustee approval, an academic professional will receive an extended-  
381 term, six- year (6) appointment. Extended-term appointees shall undergo the  
382 full reappointment review procedure during the fifth (5) year of their extended  
383 term.

384 **4. RANK AND PROMOTION OF ACADEMIC PROFESSIONALS**

385  
386 The academic professional rank structure, as specified for each group, provides  
387 for the appointment of individuals at levels commensurate with their education  
388 and experience upon initial appointment and subsequently provides promotion  
389 ladders which recognize and reward professional performance.

390  
391 At the time of appointment, the appointing authority (Dean/Director) will  
392 recommend the appropriate rank commensurate with the duties and  
393 responsibilities of the position and the qualifications of the individual.

394  
395 Upon satisfying the criteria for promotion as set forth in the appendix appropriate  
396 to this appointment, the individual candidate is responsible for initiating the  
397 promotion review process as outlined in UW Regulations.

398  
399 **5. DISMISSAL OF ACADEMIC PROFESSIONALS**

400  
401 Academic professionals, whether on a probationary, extended-term or temporary  
402 appointment, may be dismissed (1) for cause, (2) because of *bona fide* financial  
403 exigencies of the University as described in UW Regulation 6-41, or (3) because  
404 of program elimination as described in UW Regulation 6-43. "Cause" is defined  
405 to include physical or mental incapacity (as delimited by federal and state

406 disability law) and any conduct which seriously impairs the ability of the  
407 University of Wyoming to carry out its functions. Such conduct includes  
408 neglect of duty, falsification, fabrication, or plagiarism; and behavior that leads  
409 to a conviction of a felony. Such conduct also includes discrimination as  
410 defined by UW Regulation 1-5; and sexual misconduct pursuant to UW  
411 Regulation 8-256 and any other related documents and applicable UW  
412 Regulations. Proposed dismissals of extended-term academic professionals for  
413 cause must follow the procedures set forth in UW Regulation 5-801.

414  
415 During the probationary period, the President of the University may dismiss an  
416 academic professional employee for cause prior to the expiration of the contract  
417 period after consultation with the appropriate administrative and/or academic  
418 officers. The President, prior to acting may, if he/she determines it to be  
419 necessary or desirable, cause an investigation to be made and may order a  
420 hearing by the appropriate faculty committee. The procedures set forth in UW  
421 Regulation 5-801 do not apply to dismissals of academic professional employees  
422 for cause during the probationary period or those on temporary appointment.

423  
424 These provisions shall not be interpreted as to constitute interference with  
425 academic freedom.

426  
427 **G. VACATION AND LEAVE FOR FACULTY, ACADEMIC PROFESSIONALS,**  
428 **AND UNIVERSITY OFFICERS**

429  
430 **1. VACATION LEAVE**

431  
432 Full-time faculty, academic professionals (excluding post-doctoral personnel) and  
433 University officers on a fiscal year contract are entitled to twenty-two (22)  
434 working days of Vacation Leave annually accrued at the rate of 1.834 working  
435 days per month. Vacation Leave credits may not accrue beyond the maximum  
436 amount which may be earned over two (2) years.

437  
438 Part-time faculty, academic professionals and University officers on a fiscal  
439 year contract shall accrue Vacation Leave based upon a pro rata basis in  
440 accordance with the percentage of appointment up to a maximum of 100 percent.  
441 Thus, for example, one working three-fourths time earns Leave at 75 percent  
442 of the rate of full-time personnel.

443  
444 Faculty, academic professionals and University officers whose working term is  
445 less than twelve (12) months, regardless of the fact that their salaries may be  
446 paid in twelve (12) monthly installments, are not entitled to Vacation Leave with  
447 pay.

448 Academic personnel converting from fiscal to academic year appointments will  
449 utilize their Vacation Leave prior to assuming their academic year appointments  
450 in lieu of a lump-sum payment.

451  
452 Employees terminating for all reasons other than disciplinary may elect a lump  
453 sum payment and/or Terminal Vacation Leave; an employee released for  
454 disciplinary reasons must take the accrued Vacation Leave in a lump sum  
455 payment. No other type of Leave may be used during Terminal Vacation Leave  
456 except Holiday Leave. Dates for Vacation Leave shall be approved by the  
457 appropriate administrative supervisor.

## 458 2. LEAVES OF ABSENCE

### 459 a. Emergency or Short-term Leave With Pay

460  
461  
462 When one finds it necessary to be absent from regular duties at the University for  
463 a period not exceeding two (2) weeks, she/he shall secure approval from the  
464 immediate supervisor for the absence. A temporary Leave for more than two  
465 (2) weeks, but not to exceed four (4) weeks, may be granted for good cause upon  
466 written recommendation of the appropriate administrative superior and with the  
467 approval of the President.  
468

469  
470 An individual making application for such Leave should submit a statement  
471 suggesting a plan for carrying on his/her work during the absence. Any Leave  
472 in excess of four (4) weeks, except for illness, shall require approval by the  
473 Trustees.

### 474 b. Leave Without Pay

475  
476 Upon recommendation of the appropriate administrative and/or academic  
477 officers and with the approval of the President of the University, Leaves of  
478 Absence Without Pay may be granted to academic personnel by the Trustees for a  
479 period normally not in excess of one (1) contract year. Arrangements for  
480 continuance of insurance coverage should be made with the Office of Human  
481 Resources.  
482

### 483 c. Faculty Sabbatical Leave

484  
485 Sabbatical Leave may be granted to any tenured member of the University faculty  
486 for the purpose of increasing the recipient's professional competence and  
487 usefulness to the University. Sabbatical Leave time may be used for enhancement  
488 of teaching, research, writing, and/or study at a place of the recipient's choosing.  
489 University personnel holding faculty rank whose duties are primarily  
490 administrative in nature shall also be eligible for Sabbatical Leave.

491 A minimum of six (6) years of academic service at the University must precede  
492 each period of Sabbatical Leave although no right accrues automatically through  
493 lapse of time. The granting of such Leave is, in each case, within the discretion of  
494 the Trustees upon the recommendation of the President. Sabbatical Leaves shall  
495 ordinarily not be available for the purpose of seeking an advanced degree.  
496 Individuals initiate their request for Sabbatical Leave during the Fall semester  
497 preceding the academic year for which the Leave is requested. The request, which  
498 shall contain a statement concerning the purpose for which the Leave is requested,  
499 shall be forwarded to the President of the University through the appropriate  
500 administrative and/or academic officers, with a recommendation from  
501 each attached.  
502

503  
504 Sabbatical Leaves will normally be granted for either a full or half contract year.  
505 Leave for a full contract year shall be compensated at a rate equal to sixty  
506 (60) percent of the faculty member's annual salary; Leave for a half contract year  
507 shall be compensated at the annual rate for the limited period. No faculty  
508 member shall receive supplemental salary from the University during the  
509 sabbatical period.  
510

511 While on a full contract year Sabbatical Leave -- whether an academic or fiscal  
512 year -- outside compensation in the form of grants, contracts and other forms of  
513 funding may be accepted. However, in the event that a faculty member receives  
514 more than 40 percent of his/her salary from outside sources, the University will  
515 reduce its compensation so that salary monies received from University and  
516 external sources will total no more than 100 percent of base salary during the  
517 period of Leave.

518 If allowances for travel and other expenses directly related to the Leave are  
519 included in the outside grant or contract, the amount of these allowances may be  
520 disregarded in computing the contribution to be made by the University.  
521

522 A faculty member who fails to return to the University for at least one academic year  
523 immediately following his or her sabbatical leave shall owe to the University an  
524 amount equal to his or her net salary applicable to the term of the sabbatical leave.  
525 For this purpose, net salary is defined as gross salary minus tax withholdings and  
526 pre-tax deductions for UW's basic health, life, and retirement benefits.  
527

#### 528 d. Academic Professional Development Leave

529

530 Academic professionals on extended-term appointments who have completed a  
531 minimum of six (6) years of academic service at the University shall be eligible  
532 for Professional Development Leave. The purpose of Professional Development  
533 Leave will be to enhance performance, to conduct special studies, or in some other  
534 way to undertake planned activities related in a substantial manner to the

535 individual's role at the University. Procedures for applying for such Leave,  
536 funding requirements and approval processes are outlined in UW Regulations.

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541 **3. SICK LEAVE**

542  
543 Full-time academic personnel, appointed either on a continuing or temporary basis,  
544 are eligible to accrue Sick Leave at a rate of eight (8) hours per paid month of  
545 service. Paid Sick Leave may be used for absences from duties due to illness,  
546 injury, pregnancy and/or childbirth, death in family or medical care of family.

547  
548 Part-time academic personnel appointed either to a continuing or temporary position  
549 shall accrue Sick Leave based upon a pro rata basis in accordance with the percentage  
550 of appointment up to a maximum of 100 percent. Thus, for example, one working  
551 half-time earns Leave at 50 percent of the rate of full-time employees.

552  
553 An employee may also use up to six weeks of accrued or donated Sick Leave for the  
554 birth of a child and first year care of a child as well as for an adopted or state-placed  
555 foster child's care within the first year of placement.

556  
557 Faculty, academic professionals or University officers are not eligible for Sick  
558 Leave until s/he has been in the employ of the University for one (1) month.  
559 Faculty, academic professionals and University officers are entitled to accrue an  
560 unlimited amount of Sick Leave.

561  
562 University policy permits benefited employees to donate Sick Leave to assist  
563 another experiencing a long-term illness. If one is in an active pay status, and has  
564 accrued a minimum of eighty (80) hours of Sick Leave, he or she may donate up to  
565 sixteen (16) hours of Sick Leave per calendar year to any benefited University  
566 employee; the recipient must have an immediate and reasonable need for such  
567 assistance, have exhausted his/her available Sick and Vacation Leave and, finally,  
568 have a minimum of six (6) months of current continuous benefited service to the  
569 University. The Office of Human Resources will provide information on procedures  
570 for donating Sick Leave.

571 **4. FAMILY AND MEDICAL LEAVE**

572  
573 After twelve (12) months of service, benefited employees are eligible for twelve  
574 (12) weeks of unpaid Family and Medical Leave in any twelve (12) month period of  
575 service. All other non-benefited employees are eligible for twelve (12) weeks of  
576 unpaid Family and Medical Leave in any twelve (12) month period if the employee  
577 has worked for at least twelve (12) months and for at least 1,250 hours during that  
578 time before the Leave request.

579  
580 Family Leave may be taken because of the birth or placement of a child with the  
581 employee. Medical Leave may be taken to care for a spouse, child, or parent if they  
582 have a serious health condition or because of a serious health condition that makes  
583 the employee unable to perform his/her job functions.

584  
585 Any questions concerning what is considered a serious health condition should be  
586 directed to the Office of Human Resources.

587  
588 Employees accruing University Vacation and Sick Leave may elect to substitute any  
589 part of their accrued Vacation Leave for any part of their twelve (12) weeks of  
590 unpaid Family or Medical Leave. However, they will be required to use their Sick  
591 Leave, and any donated Sick Leave, when the Leave is for a serious health condition  
592 or to care for a sick family member; any remaining portion of the twelve (12) weeks  
593 can be taken as Leave Without Pay.

594  
595 Leave Without Pay taken under unpaid Family or Medical Leave does not require an  
596 employee to utilize Vacation Leave prior to Leave Without Pay. When Family  
597 Leave is taken, employees may not substitute paid Sick Leave for unpaid Family  
598 Leave.

599 The right to Family Leave usually expires twelve (12) months after the birth or  
600 placement of a child with the employee. Family Leave should be taken  
601 consecutively unless other arrangements are approved by the employee's appointing  
602 authority.

603 The Human Resources Director, or the employee's appointing authority, shall  
604 require certification issued by a health care provider to support an employee's request  
605 for Medical Leave. Certification shall include a statement of:

- 606
- 607 a. The date the condition began;
  - 608 b. Expected date when medical treatment will begin;
  - 609 c. Probable duration of the condition;
  - 610 d. Appropriate medical facts;
  - 611 e. An assertion that the employee is needed to care for a sick family member  
612 for a specified time; and
  - 613 f. A schedule of the Medical Leave to be taken.
- 614

615 Employees are expected to give their immediate supervisor at least thirty (30) days  
616 advance notice of the intent to take Family or Medical Leave, unless such notice is  
617 not practical. Employees should try to schedule planned medical treatment so as to  
618 create a minimum disruption for their unit or department. They are also encouraged  
619 to report to their supervisor on a monthly basis about their progress and intent to  
620 return to work at the end of the Leave.

621 Employees returning from unpaid Family and Medical Leave, in accordance with  
622 the federal act, have the right to be returned to their former job position or they may  
623 be placed in an equivalent position with equivalent benefits, pay, and other terms and  
624 conditions of employment.

625  
626 State health insurance contributions will be made for all eligible employees who have  
627 elected coverage. Employees retain all accrued benefits while on Leave. Employees  
628 should direct benefit questions to the Human Resources Department.

629  
630 Employees who do not return to work after their unpaid Family or Medical Leave  
631 entitlement has expired will be required to reimburse the University for any health  
632 insurance premium paid by the University during the period that the employee was  
633 on Family or Medical Leave if the failure to return to work is not due to the  
634 continuation, recurrence, or onset of a serious health condition entitling the employee  
635 to Leave or other circumstances beyond the employee's control. In the event that an  
636 employee is unable to return to work for health care reasons, s/he will provide the  
637 Human Resources Director with certification from the appropriate health care  
638 provider.

639 **5. BEREAVEMENT LEAVE**

640  
641 Employees shall be granted up to three (3) days of Bereavement Leave upon the  
642 death of a family member or spouse's family member. (This includes and is limited  
643 to parent, spouse, child, sibling, grandparent, grandchild, son-in-law,  
644 daughter-in-law, or another member of your immediate household.) This Leave  
645 shall be used before the use of any other Leave authorized for this purpose.  
646 Arrangement for this Leave shall be made with the employee's immediate supervisor.

Source:  
Trustee Regulation V; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 9/17/10 Board of Trustees meeting  
Revisions adopted 11/15/13 Board of Trustees meeting