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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Sabbatical and Professional Development Leave

**Number:** UW Regulation 2-16

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1 **I. PURPOSE**

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

6 **II. POLICY**

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

12 **A. Sabbatical Leave**

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

24  
25 A minimum of six (6) years of academic service at the University must precede  
26 each period of sabbatical leave although no right accrues automatically through  
27 lapse of time. Tenure-track faculty must have tenure before being eligible to apply  
28 for a sabbatical. The granting of such leave is, in each case, within the discretion of  
29 the President upon the recommendation of the Provost and Vice President for  
30 Academic Affairs. Sabbatical leaves shall ordinarily not be available for the  
31 purpose of seeking an advanced degree.

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

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39 **B. Professional Development Leave**

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41 Academic personnel on extended-term or fixed-term appointments who have  
42 completed a minimum of six (6) years of academic service at the University shall  
43 be eligible for professional development leave, although no right accrues  
44 automatically through lapse of time. Individuals transitioned from extended term  
45 positions shall be able to count years of eligibility towards the six year time frame.  
46 The purpose of professional development leave will be to enhance performance, to  
47 engage in research or creative activities, to conduct special studies, or in some other  
48 way to undertake planned activities related in a substantial manner to the  
49 individual's role at the University. Professional development leaves  
50 may be appropriate  
51 vehicles for the pursuit of advanced degrees.

**Commented [TBB1]:** This modification is proposed so that UW 2-16 and UW 2-4 align.

52 In order to be eligible for professional development leave, academic personnel in  
53 fixed-term appointments must have at least one year left in the term following the  
54 proposed leave. The fixed-term appointment may automatically roll forward  
55 during the professional development leave. Academic Personnel are not eligible  
56 for professional development leave unless their fixed-term appointment has been  
57 rolled forward.

58 Unless specified in this section, conditions associated with professional  
59 development leave shall be consistent with those described for sabbatical leave.

60 **III. SALARY RATE**

61 Sabbatical and professional development leaves will normally be granted for either a full  
62 or half contract year. Leave for a full contract year shall be compensated at a rate equal to  
63 sixty (60) percent of the faculty member's annual salary; Leave for a half contract year  
64 shall be compensated at the annual rate for the limited period. Benefits remain the same  
65 while on sabbatical or professional development leave, except for retirement and social  
66 security, which are pro-rated according to the reduction in salary. No faculty member shall  
67 receive supplemental salary from the University during the specific semesters constituting  
68 the leave period.  
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70 While on a full contract year leave -- whether an academic or fiscal year -- outside  
71 compensation in the form of grants, contracts and other forms of funding may be accepted.  
72 However, in the event that a faculty member receives more than 40 percent of his/her salary  
73 from outside sources, the University will reduce its compensation so that salary monies  
74 received from University and external sources will total no more than 100 percent of base  
75 salary during the period of leave.

76  
77 If allowances for travel and other expenses directly related to the leave are included in the  
78 outside grant or contract, the amount of these allowances may be disregarded in computing  
79 the contribution to be made by the University.

80  
81 A faculty member who fails to return to the University for at least one academic year  
82 immediately following his or her leave shall owe to the University an amount equal to his  
83 or her net salary applicable to the term of the leave. For this purpose, net salary is defined  
84 as gross salary minus tax withholdings and pre-tax deductions for UW's basic health, life,  
85 and retirement benefits. Any exception to this condition requires prior approval of the  
86 Provost and Vice President of Academic Affairs, in consultation with the University  
87 President.

88 **IV. REPORT**

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90 The Provost shall submit an annual report detailing the sabbatical and professional  
91 development leaves approved for the preceding academic year.

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

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

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**Associated Regulations, Policies, and Forms:** None

**History:**

UW Regulation 2-16 adopted 9/12/2019 Board of Trustees meeting  
Revisions adopted 8/12/2020 Board of Trustees meeting