

# UNIVERSITY OF WYOMING

## Office of Academic Affairs

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**To:** Academic Deans, Department Heads and Chairs. 2025-26 Sabbatical Awardees  
**From:** Tami Benham Deal, Senior Vice Provost  
**Date:** December 3, 2024  
**Subject:** Flittie Sabbatical Augmentation Applications  
**Copies:** Faculty Senate Chair, Faculty Recognition and Development Committee

**DEADLINE: January 10, 2025**

The Sabbatical Proposals are in the final stages of review, and we are anticipating notifying those with approved Sabbatical Proposals the first week of December. Information for those that are eligible to be considered for the Flittie Augmentation will be notified in their Sabbatical letter. This memo describes the process, requirements, and due dates for UW's Flittie Sabbatical Augmentation awards.

**Description:** Professor Ed Flittie, a deceased member of the Sociology faculty, bequeathed funds to augment two-semester sabbatical salaries for one or more tenured faculty members each year. College deans may nominate faculty members for this award; the Faculty Recognition and Development Committee of the Faculty Senate selects the awardees.

Over the past ten years, awards have ranged from \$11,500 to \$15,000. **Please send nominations electronically**, including all letters and supporting materials, **to Faculty Affairs** ([facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu)). **Only electronic packets will be accepted.**

**Requirements:** To be eligible, faculty members must have received approval from Academic Affairs for a two-semester sabbatical leave to conduct projects outside Wyoming. The project must have the potential for enriching instruction at UW. Faculty members who hold administrative appointments other than as department head or its equivalent are not eligible. UW regulations apply; specifically, the award may not be used for pursuing a degree, and total sabbatical remuneration from all sources must not exceed the recipient's base annual salary from UW.

**Criteria:** The Faculty Recognition and Development Committee will make the awards based on the following criteria:

1. The project's potential for enriching classroom or laboratory instruction at UW.
2. The extent to which the award will enhance the sabbatical project.
3. The importance of travel, with preference given to projects that require international travel.

**Application Procedure:** Please submit your application directly to Faculty Affairs as noted above. A complete application will consist of the following:

1. A nomination letter of support from the college dean.
2. A letter of application from the faculty member. The letter should address the above criteria. The letter should also be as specific as possible about dates of out-of-state activity and about sources (both pending and awarded) of external funding for travel, salary and project expenses.
3. The original sabbatical proposal submitted by the faculty member (will be provided by Academic Affairs from the original sabbatical packet).

The deadline for receipt of complete packets is **January 10, 2025**.

**For more information, please contact Faculty Affairs** ([facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu)).