This memorandum contains information and instructions for requesting sabbatical and professional development leaves for the 2020-21 academic year. Please forward to individuals who are interested in sabbaticals, including committees that review sabbatical proposals.

The regulations governing these leaves include UW 2-3 and 2-16. These regulations can be found on the UW website at: www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/. (Note: In the past, UW 2-1 contained information about these leaves. During the recent regulation review process, information about sabbatical and professional development leaves was removed from UW 2-1 and embedded in a new, stand-alone regulation. This regulation, UW 2-16 [Sabbatical and Professional Development Leave], was adopted by the Board of Trustees yesterday. It will be posted on the UW website listed above soon. In the meantime, you can access the draft regulation on the Academic Affairs website (www.uwyo.edu/acadaffairs/resources/regs/).

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.

Sabbatical and professional development 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.

Proposal requests will be submitted and reviewed through the WyoFolio system. Academic Affairs will provide a training later this fall for faculty members who are interested in submitting a proposal. At that meeting, faculty will be shown how to use the WyoFolio system for submitting their proposals. Additional resources, including the proposal request form, instructions for submitting proposal documents, criteria for evaluating proposals, and a sample evaluation rating form are available at (www.uwyo.edu/acadaffairs/academics/awards/). Faculty members who will be submitting a proposal should contact their Dean’s office and indicate an interest so that the WyoFolio 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 Friday, November 8, 2019. 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 or professional development leave (e.g., when faculty have interdisciplinary or cross-disciplinary responsibilities).

As in the past, the Provost will establish 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 her will feedback on proposals submitted to Academic Affairs.

Finally, I encourage faculty and administrators to 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.