



WyoFolio:

Submitting a Sabbatical Proposal

Overview

1. Sabbatical Guidelines

2. Access Your Case

3. Build Your Packet

4. Review and Submit Your Packet

5. Acknowledge Reviewer Submissions



Sabbatical Guidelines

UW Regulation 2-16 governs sabbatical and professional development leave. This regulation can be found on the UW website at: <https://www.uwyo.edu/regs-policies/section-2-academicaffairs/academic-personnel.html>.

In accordance with UW Regulation 2-16, sabbaticals may be granted to tenured faculty members and professional development leave may be granted to non-tenure track faculty on fixed-term and fixed-term rolling contract appointments who have completed six (6) years of academic service at the University. However, the university does not recognize de facto leaves. The submission of an application does not automatically ensure that the leave will be granted.

Please consult our website (<https://www.uwyo.edu/acadaffairs/academic-personnel/leaves/index.html>) for the most recent memo.

A large yellow circle containing the text "WYO FOLIO" in dark brown, bold, sans-serif capital letters. Two horizontal dark brown lines cross the circle.

**WYO
FOLIO**

Access Your Case

Getting the Process Started

The first step in the sabbatical/professional development leave process is **informing your college's Dean's office staff of your intention to submit a proposal**. They will then set up a case in WyoFolio for you.

Once your case has been built, you will receive an email that will allow you to access your case.

University of Wyoming has initiated a case on your behalf.

[VIEW CASE](#)

This case link will be valid for 30 days. Afterwards, you can access your case by signing in with your partner institution credentials.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Powered by [Interfolio from Elsevier](#) | [Support](#)

Logging Into WyoFolio

Email Link

- Clicking the View Case link in your notification email will take you to the UW log in screen where you can enter your UW credentials.
- Once you have logged in, you will be taken directly to your case.

WyoWeb

- You can also log into WyoFolio through WyoWeb.
- Under Faculty & Staff Resources, click on WyoFolio/WyoVita to log in.
- Once logged in, you will be taken to your dashboard.



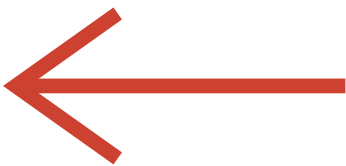
61

Unread Tasks

2

Read Tasks

Title	Due Date
Kelli Cool UW - Sabbatical Master Academic Affairs Sabbatical	
Kelli Cool UW - Annual Review Calendar Year 2024 Master Academic Affairs Review	
Kelli Cool UW - Promotion (for Tenure Track) Master Academic Affairs Promotion	



Finding Your Case

If you logged in through WyoWeb, you will be directed to your dashboard. To access your case from here, click on your Sabbatical case.

Note: The names of these cases vary from unit to unit, so yours might look different from the example above. If you have more than one case open, look for the one that has Sabbatical in the name.



Build Your Sabbatical/ Professional Development Leave Packet

Overview Page

On the Overview page, you will see a list of documents you are required to submit for your case. To begin adding these required documents, click on the Edit button in the Candidate Documents section. Your CV will be uploaded automatically. If you wish to change it, you can click Edit in the WyoVita Vita section.

Overview

Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

WyoVita Vita

Unlocked

Edit

Type
StandardCV

Candidate Documents

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
Request for Sabbatical or Professional Development Leave Cover Sheet	1 required	0
Letter detailing purpose of leave	1 required	0
Brief summary of the proposed activities	1 required	0
Supporting Documents	0 required	0
Previous leave accomplishments	0 required	0

Note: Requirements will vary based on your college.

Adding Files to Your Packet

Your document requirements will now be expanded to include instructions specific to your college's requirements.

Before uploading your documents, read each section thoroughly to ensure your submissions will meet the provided requirements.

To start adding your documents, click on the Add button beside each requirement.

▼

Candidate Documents

Not Yet Submitted Unlocked

Submit

0 of 3
Required Files

Request for Sabbatical or Professional Development Leave Cover Sheet 1 required, 0 Added

The Request for Sabbatical or Professional Development Leave Cover Sheet can be found at [Academic Affairs Website](#).

No files have been added yet.

Add

Letter detailing purpose of leave 1 required, 0 Added

A one- to two-page letter by applicant detailing the purpose of the sabbatical or professional development leave. Indicate clearly the main focus of the proposed activity, its anticipated consequences and scholarly or curricular products, and a defined timetable for achieving the goals and outcomes. Describe specific benefits to the individual, the department, the college, students, and the University. The audience for this letter will be faculty members and administrators outside of the applicant's field, who will read the letter critically but typically with no discipline-specific knowledge.

No files have been added yet.

Add

Brief summary of the proposed activities 1 required, 0 Added

A carefully constructed two- or three-sentence paragraph summarizing the proposed activities. Poorly written, nonexistent, or nebulous paragraphs will jeopardize the proposal. Please include: (1) purpose of the sabbatical, (2) proposed activities, and (3) intended measurable outcomes.

Example of paragraph:

Dr. Joe Cowboy will use his sabbatical to visit and collaborate with faculty at Made Up University. While at Made Up University Dr. Cowboy will do x, y and z (be specific to your proposal). At the end of Dr. Cowboy's sabbatical he will submit a, b, and c (again be specific to your proposal).

No files have been added yet.

Add

Upload Your Documents

After clicking Add, a pop-up screen will appear. Click on Add New File, then drag and drop, or Browse to Upload your document.

Add Request for Sabbatical or Professional Development Leave
Cover Sheet

1 Required

Choose ExistingAdd New File

UploadVideoWebpage

Drag & Drop your files anywhere or

Browse To Upload

Add

Cancel

Once you see Success beside your file, you can click Add at the bottom to finish the upload.

Add Request for Sabbatical or Professional Development Leave
Cover Sheet

1 Required

Choose ExistingAdd New File

UploadVideoWebpage

Sabbatical Cover Sheet

Success

Add

Cancel





Review and Submit Your Packet

Begin Your Packet Review

Once you have uploaded all of your documents, you should be able to see them populated in each section. To review your packet before submission, click the Preview button at the top right.

▼

Candidate Documents

Not Yet Submitted

Unlocked

Preview

Submit

3 of 3
Required Files

Request for Sabbatical or Professional Development Leave Cover Sheet

1 required, 1 Added

Add

The Request for Sabbatical or Professional Development Leave Cover Sheet can be found at [Academic Affairs Website](#).

Title	Details	Actions
Sabbatical Cover Sheet	Added Oct 3, 2025	Edit Remove

Letter detailing purpose of leave

1 required, 1 Added

Add

A one- to two-page letter by applicant detailing the purpose of the sabbatical or professional development leave. Indicate clearly the main focus of the proposed activity, its anticipated consequences and scholarly or curricular products, and a defined timetable for achieving the goals and outcomes. Describe specific benefits to the individual, the department, the college, students, and the University. The audience for this letter will be faculty members and administrators outside of the applicant's field, who will read the letter critically but typically with no discipline-specific knowledge.

Title	Details	Actions
Sample Narrative	Added Oct 3, 2025	Edit Remove

Brief summary of the proposed activities

1 required, 1 Added

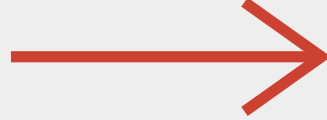
Add

A carefully constructed two- or three-sentence paragraph summarizing the proposed activities. Poorly written, nonexistent, or nebulous paragraphs will jeopardize the proposal. Please include: (1) purpose of the sabbatical, (2) proposed activities, and (3) intended measurable outcomes.

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Title	Details	Actions
Sample Sabbatical Activities	Added Oct 3, 2025	Edit Remove



Search PDF

Search

▼ CANDIDATE DOCUMENTS

Sample Sabbatical Cover Sheet

[Sample Narrative](#)

[Sample Sabbatical Activities](#)



**Sabbatical/Professional Development Leave
Request Form Cover Sheet**



Please consult the instructions for completion of the application in addition to completing the Cover Sheet.
This form should be uploaded to your case file within WyoFolio, along with other sabbatical materials.

Employee Information

Name: Kelli Cool Academic Rank: Assistant Professor
College: Academic Affairs Date Appointed to UW: 9/18/23

Reviewing Your Documents

Here you can click on each document on the left to preview how they will look in your packet once submitted. Take one last look through your documents to make sure everything is correct.

To exit the preview, click on the blue X at the top right.

Submit Your Packet

To submit your packet, click on the Submit buttons in the Vita section and the Candidate Documents section.

▼

Candidate Documents

Not Yet Submitted

Unlocked

Preview

Submit

3 of 3

Required Files

A confirmation window will appear. If you are ready to submit, click Yes.

Confirm

×

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?

→

Yes

No





WyoVita Vita

Submitted **Locked**



Candidate Documents

Submitted **Locked**

[Preview](#)

3 of 3

Required Files

Edits After Submitting

After submitting, you will see that your submission is now Locked. You will not be able to make any edits to your documents.

If you need to make any edits to your packet, you will need to contact your Dean's office staff to unlock your case.

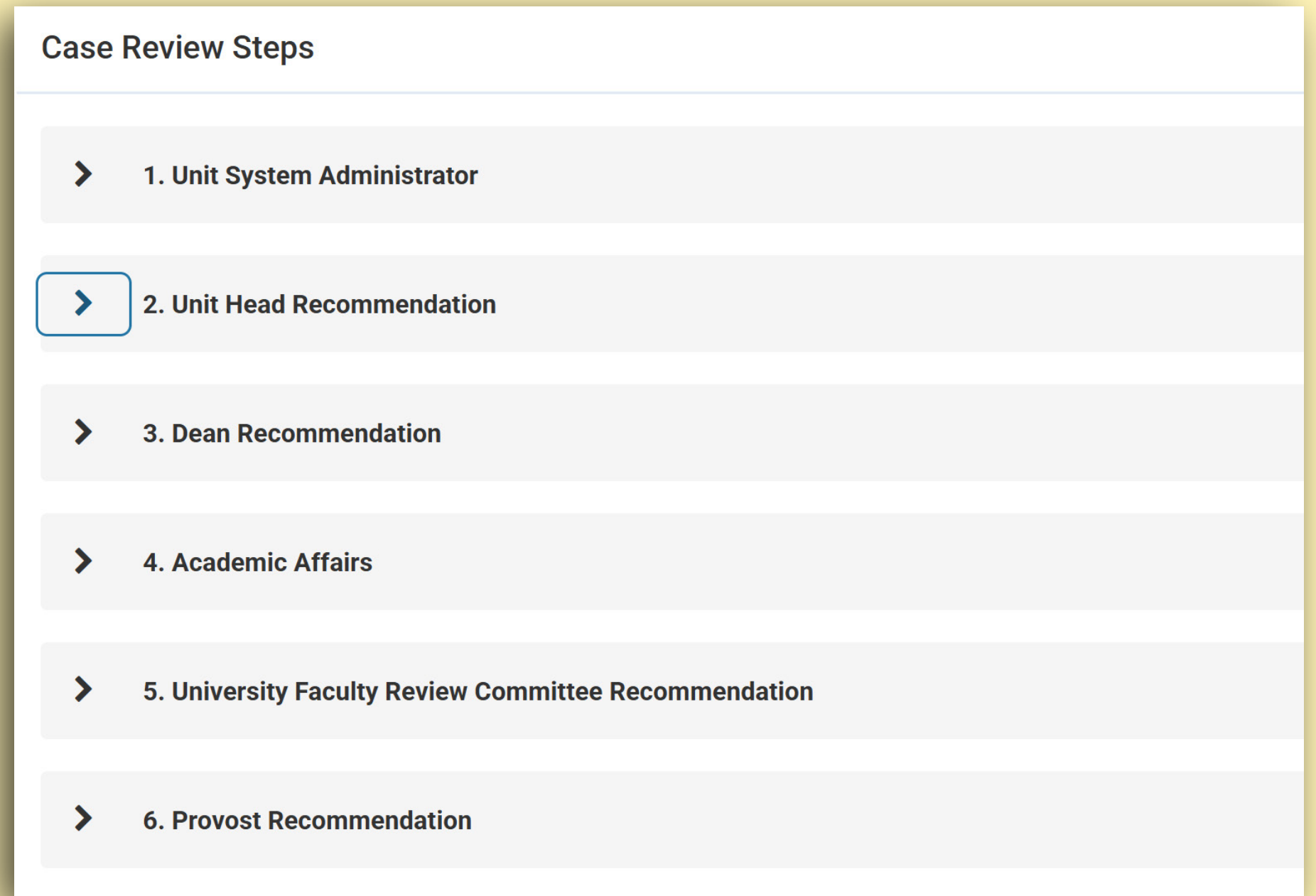


Acknowledge Reviewer Submissions

Beginning the Review Process

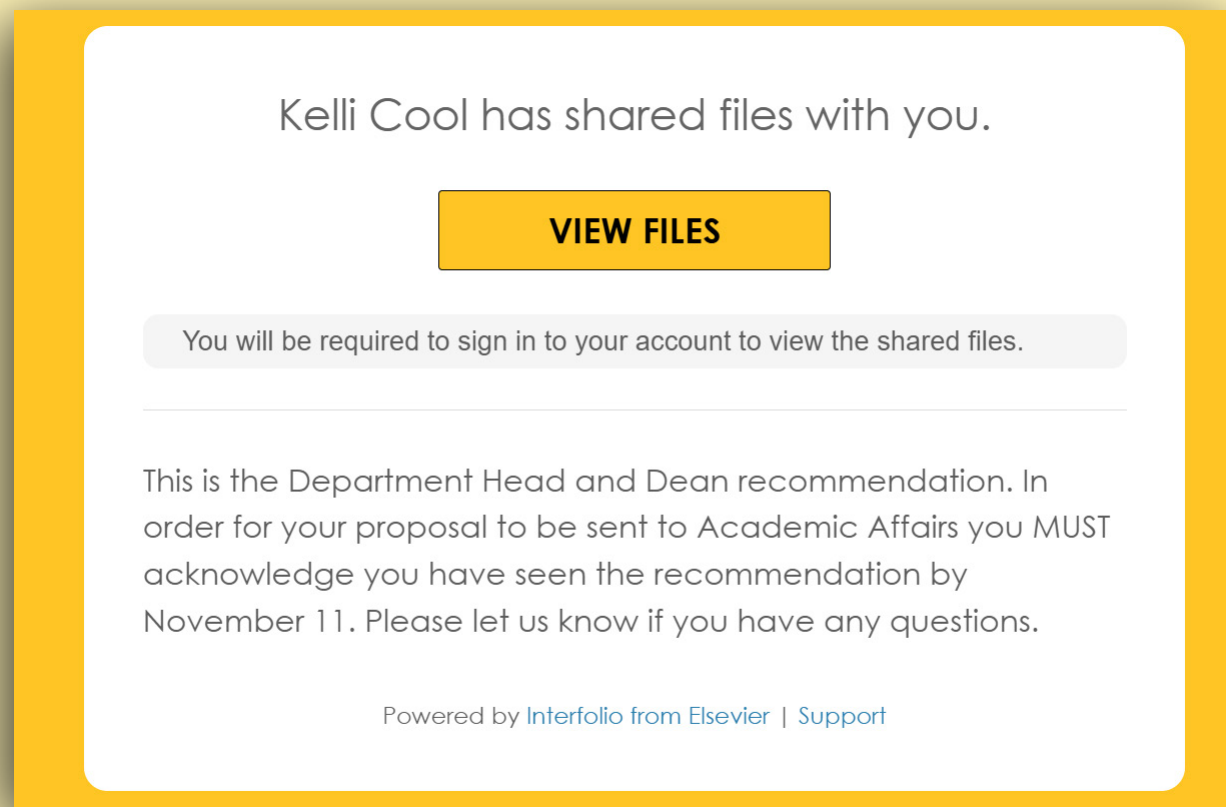
Your materials are now submitted and have moved on to the first step of the review process.

Below is an example of what the review process will look like. This may vary from college to college.



Required Acknowledgement

You will have an opportunity to acknowledge the materials submitted by your unit head and Dean. You will receive an email when you need to acknowledge.



Once you have reviewed the documents, create a document stating that you have seen the Department Head and Dean recommendation. You are required to submit this document stating that you have seen the recommendations. **If you fail to do so by the deadline your college sets, your proposal will not be sent to Academic Affairs for consideration.**



View Documents

Below you will see files that have been sent to you by committee members.

Actions

▼ Sent by Kelli Cool on Oct 3, 2025

Shared Files	Actions
Sample Dean Letter	Copy to Dossier Download
Sample DH Letter	Copy to Dossier Download

Open for Response

To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Send Response

Response

You can respond with a document for the committee to review.

Title *

Response Title

Drag & Drop your files anywhere or

Browse To Upload

Send

Cancel

When you get the email, click on the View File link and it will take you to the documents. Click on Committee Files at the top to review both documents. Once you have finished reviewing and you are ready to acknowledge, click Send Response.

Clicking Send Response will take you to a pop-up screen where you will upload your acknowledgement document.

Upload Your Acknowledgement

Upload or Drag and Drop your acknowledgement file. When you see Success you know that your document has been uploaded. Enter a title of your response and click Send.

Response

You can respond with a document for the committee to review.

Title *

Kelli Cool Acknowledgement

Sample Response

Success

Send

Cancel





Academic Affairs Review

Once you have submitted your acknowledgement, your case can then move forward to Academic Affairs. Our office will review your case and send it on to the University Committee, then to Provost for approval. You will be notified once an approval decision has been made.

If you have any questions regarding the process, please reach out to us at **facultyaffairs@uwyo.edu**.



UNIVERSITY
OF WYOMING

Office of
Academic Affairs