UNIVERSITY OF WYOMING REGULATIONS

Subject: Sabbatical and Professional Development Leave
Number: UW Regulation 2-16

I. PURPOSE

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

II. POLICY

Tenured faculty members may apply for a sabbatical leave and academic personnel on extended term or fixed-term contracts may apply for professional development leave. The Office of Academic Affairs is responsible for assuring the University has standard procedures for application and review of such leaves, funding requirements and approval processes are outlined in UW Regulations.

A. Faculty Sabbatical Leave

Sabbatical Leave may be granted to any tenured member of the University faculty for the purpose of allowing for full time study, research, creative activity, or other academic activities designed to enhance their scholarly and teaching competence and capabilities, and thereby enable them to make greater contributions to their disciplines, their students, and the University of Wyoming, increasing the recipient's professional competence and usefulness to the University. Sabbatical Leave time may be used for enhancement of teaching, research, writing, and/or study at a place of the recipient's choosing. University personnel holding faculty rank whose duties are primarily administrative in nature shall also be eligible for Sabbatical Leave. University Officers, in their capacity as University Officers, are not generally eligible for University Sabbatical Leaves.

A minimum of six (6) or seven (7) years of academic service at the University must precede each period of Sabbatical Leave although no right accrues automatically through lapse of time. The granting of such Leave is, in each case, within the
Individuals initiate their request for Sabbatical Leave during the Fall semester preceding the academic year for which the Leave is requested. The request, which shall contain a statement concerning the purpose, well-conceived, clearly defined purpose and work plan for which the Leave is requested and the anticipated outcomes of the Leave, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached.

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

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

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

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

B. Academic Professional Development Leave

Academic professionals on extended-term appointments who have completed a minimum of six-seven (6-7) years of academic service at the University...
and non-tenure track faculty who have completed seven (7) consecutive years on a fixed term contract shall be eligible for Professional Development Leave. The purpose of Professional Development Leave will be to enhance performance, to conduct special studies, or in some other way to undertake planned activities related in a substantial manner to the individual’s role at the University. Professional Development Leave shall ordinarily not be available for the purpose of seeking an advanced degree.

Procedures for applying for such Leave, funding requirements and approval processes are outlined in UW Regulations.

In order to be eligible for Professional Development Leave, Academic Personnel in fixed-term appointments must have at least one year left in the term following the proposed leave. The fixed-term contract will not roll forward during the Professional Development Leave. Academic Personnel are not eligible for Professional Development Leave when there is a pause in a fixed-term contract.

Unless specified in this section, conditions associated with Professional Development Leave shall be consistent with those described for Sabbatical Leave.

SABBATICAL LEAVES.

The salary rate for sabbatical leaves for faculty, as authorized by the UW Regulation 5-1 are:

a. A sabbatical leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member's annual salary rate;

b. A sabbatical leave for half of a contract year shall be compensated at the annual salary rate.

While on sabbatical leave, grants and other forms of non-University compensation may be accepted. The University shall, however, be obligated to pay the individual more than the amount of sabbatical compensation which, when added to the non-University sources of compensation, will equal the faculty member's full regular salary for the period of the sabbatical leave.

A faculty member who fails to return to the University for at least one academic year immediately following their sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of sabbatical leave.

University officers, in their capacity as University officers, are not generally eligible for University sabbatical leaves.

XIV-III. SALARY RATE

Commented [TBB4]: Moved to introductory section above.

Commented [TBB5]: This regulation includes excerpts from two regulations (2-1 & 2-3). Section deleted due to redundancies and some discrepancies between the two existing regulations.

Commented [TBB6]: This section moved from 2-3.
Sabbatical Leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member’s annual salary; Leave for a half contract year shall be compensated at the annual rate for the limited period. Benefits remain the same while on sabbatical or professional development leave, except for retirement and social security, which are pro-rated according to the reduction in salary. No faculty member shall receive supplemental salary from the University during the sabbatical period.

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

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

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

The salary rate for sabbatical and professional development leaves for faculty, as authorized by the UW Regulation 2-1 are:

A. A leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member’s annual salary rate; and

B. A leave for half of a contract year shall be compensated at the annual salary rate.

While on leave, grants and other forms of non-University compensation may be accepted. The University shall not, however, be obligated to pay the individual more than the amount of sabbatical or professional development compensation which, when added to the non-University sources of compensation, will equal the faculty member’s full regular salary for the period of the Leave.
A faculty member who fails to return to the University for at least one academic year immediately following their sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of sabbatical leave.

University Officers, in their capacity as University Officers, are not generally eligible for University sabbatical leaves.

IV. REPORT

At the Board of Trustees January meeting, the Provost shall submit an annual report detailing the sabbatical and professional development leaves approved for the preceding academic year.

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

Source:

Links:

Associated Regulations, Policies, and Forms:

History: