



UNIVERSITY OF WYOMING REGULATIONS

Subject: Sabbatical and Professional Development Leave

Number: UW Regulation 2-16

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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[FSE to FS 4-19-21](#)

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.

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

Source: None

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

[FSE to FS 4-19-21](#)

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