

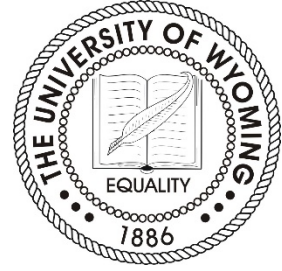
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Sabbatical and Professional Development Leave

**Number:** UW Regulation 2-16

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### 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 appointments may apply for professional development leave. The Office of Academic Affairs is responsible for assuring the University has standard procedures for the application and review of such leaves.

#### A. Sabbatical Leave

Sabbatical leave may be granted to any tenured member of the University faculty to allow 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. 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) years of academic service at the University must precede each period of sabbatical leave although no right accrues automatically through lapse of time. Tenure-track faculty must have tenure before being eligible to apply for a sabbatical. The granting of such leave is, in each case, within the discretion of the President upon the recommendation of the Provost and Vice President for Academic Affairs. Sabbatical leaves shall ordinarily not be available for the purpose of seeking an advanced degree.

Individuals normally 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 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.

## **B. Professional Development Leave**

Academic personnel on extended-term or fixed-term appointments who have completed a minimum of six (6) years of academic service at the University shall be eligible for professional development leave, although no right accrues automatically through lapse of time. Individuals transitioned from extended term positions shall be able to count years of eligibility towards the six year time frame. The purpose of professional development leave will be to enhance performance, to engage in research or creative activities, 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.

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 appointment may automatically roll forward during the professional development leave. Academic Personnel are not eligible for professional development leave unless their fixed-term appointment has been rolled forward.

Unless specified in this section, conditions associated with professional development leave shall be consistent with those described for sabbatical leave.

## **III. SALARY RATE**

Sabbatical and professional development 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 specific semesters constituting the leave period.

While on a full contract year 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 leave shall owe to the University an amount equal to his or her net salary applicable to the term of the 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.

#### **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.

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

**Source:** None

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

**Associated Regulations, Policies, and Forms:** None

**History:**

UW Regulation 2-16 adopted 9/12/2019 Board of Trustees meeting