I. PROGRAM OVERVIEW

The Faculty Sabbatical Program is a professional leave program authorized under Wisconsin Statute 36.11(17) and the UW System Administrative Policy 160.

The purpose of the Faculty Sabbatical Program is to enable recipients to engage in intensive study in order to become more effective teachers and scholars and to enhance their service to the University. This privilege is granted to faculty members on the merit of their past academic contributions.

II. ELIGIBILITY

A faculty member is eligible for a sabbatical award under the following terms:

1. A faculty member must have completed six or more years of full-time instructional service in the University of Wisconsin System and not have taken a sabbatical with the University of Wisconsin System during the previous six years of full-time service or its equivalent.

2. Leaves of absence, regardless of source of funding (including personal resources), are not used in determining a faculty member's years of full-time service.

3. Preference shall be given to those making significant contributions to teaching and who have not had a leave of absence, regardless of source of funding, in the previous four years.

4. A faculty member who accepts a sabbatical award must agree to return to the University of Wisconsin-Whitewater for at least one academic year of service after the completion of the sabbatical.

5. All progress and final reports for internal awards received must have been submitted and be on file in the Office of Research and Sponsored Programs.

III. TYPES

There are two types of sabbatical leave that are available to faculty members:

1. A faculty member may take a sabbatical leave for an academic year and receive from the University of Wisconsin-Whitewater financial support at any level up to 65 percent of his/her full compensation for that period.

2. A faculty member may take a sabbatical leave for one semester of the academic year and receive from the institution financial support at any level up to a maximum of his/her full compensation for that period.

Sabbaticals may be funded through a variety of mechanisms. "Traditional" sabbaticals are supported by the Department and/or College via colleague coverage, use of salary

savings to fund replacement instructors, or a combination of colleague coverage and replacements. Extramural funds (grants, gifts, or contracts) also may be secured to provide supplemental support for salaries and auxiliary costs.

A central pool of funds administered by the Chancellor has also been made available to provide supplemental support to departments that have limited resources. See Section VIII. Supplemental Sabbatical Support (i.e., Chancellor's Fellowship) for additional information.

IV. CONDITIONS

The following conditions govern the faculty sabbatical program:

1. In the administration of sabbaticals, salary funds generated by academic-year sabbatical leaves, leaves without pay, personnel turnover, or personnel reassignment from General Purpose Revenue support may be used to employ, where necessary, temporary replacement instructional staff to maintain the level and quality of instructional services to students.

2. In the administration of faculty sabbaticals, the UW System will report earnings, creditable service, and contributions to the Wisconsin Retirement System at the full-time rate, based on the rate of pay in effect immediately prior to the beginning of the sabbatical. In addition, leave benefits will continue to accrue at the rate in effect immediately prior to the sabbatical.

3. A faculty member is encouraged to seek supplementary grants or other awards while on sabbatical leave, but such compensation, when combined with the amount of institutional compensation, shall not exceed the full compensation normally received from UW-Whitewater for that period.

4. Additional grants or awards may be received by a faculty member only if the conditions for accepting the additional resources do not interfere with the stated purposes of a faculty member's sabbatical program.

5. A faculty member may seek additional support specifically for travel or unusual living expenses incidental to the sabbatical program without restriction by the full-compensation maximum (see condition #3 above).

6. A faculty member may not use the sabbatical leave to accept other paid employment during the period of the leave, unless it is stipulated as a condition of the leave. If stipulated, condition #3 is operative.

7. A faculty member must list all active grants/fellowship awards, proposals to be submitted, and awards that may be received during the sabbatical period (specifically including any supplemental funding to be used during the sabbatical period, see Application Format 4B).

8. A faculty member must agree to return to the institution from which leave was granted for at least one academic year of service after the termination of the sabbatical or repay any compensation (salary, plus

the University's share of fringe benefits) received from his/her institution during the sabbatical.

9. A faculty member must submit a written report outlining his/her accomplishments during the leave. These reports are to be filed by September 15, 2020 with the Office of Research & Sponsored Programs.

10. All sabbatical and fellowship award recipients must sign and file with the Office of Research and Sponsored Programs a formal Sabbatical Leave Agreement Form documenting knowledge of and commitment to the terms and conditions of the sabbatical award.

V. COLLEGE PRIORITY AREAS

Each year the Deans may designate College Priority Areas for the sabbatical program related to important UW System, campus, and College initiatives for improving institutional effectiveness. Applications reflecting the College Priority Areas will be given favorable consideration, although submissions need not be limited to these priorities.

All applications will be considered on their merits, specifically the degree to which the project involves a faculty member's engagement in intensive study in order to become a more effective teacher/scholar and to enhance his/her service to the University. However, preference may be given to those applicants that specifically address one or more College Priority Areas.

College Priority Areas:

College of Arts and Communication Priority Areas

College of Business and Economics Priority Areas

College of Education and Professional Priority Areas

College of Letters and Sciences Priority Areas

VI. UNIVERSITY STRATEGIC PLAN, VALUES, MISSION, AND PRIORITIES

The University has developed a 2017–2022 Strategic Plan, as an outgrowth of our Values and Mission.

Applications addressing the University's Strategic Plan, Priorities, Values, and/or Mission will be given favorable consideration although submissions need not be limited to these stated priorities.

Applications addressing other key institutional priorities, e.g., LEAP (Liberal Education & America's Promise) and Inclusive Excellence also will be given favorable consideration.

VII. BOARD OF REGENTS EDUCATION COMMITTEE EMPHASES

The Board of Regents currently recommends the following areas of emphasis to UW institutions as they determine their annual sabbatical assignments:

1. Projects that support the mission of the institution and a faculty member's research and teaching expertise
2. Scholarship of teaching and learning
3. Diversity and Inclusive Excellence
4. International education curriculum reform
5. Application of instructional learning technologies
6. Collaborative and interdisciplinary activities
7. Scholarship and research on economic and workforce development and technology transfer

Applications addressing the Board of Regents recommended areas of emphasis will be given favorable consideration although submissions need not be limited to these stated priorities.

VIII. CHANCELLOR'S FELLOWSHIPS (SUPPLEMENTAL SABBATICAL SUPPORT)

The campus has established a central fund to support fellowship applications from applicants in departments that have limited resources. Many of these smaller academic departments are unable to support sabbatical awards via traditional means (i.e., colleague coverage).

Applicants must indicate and provide justification on the Sabbatical Cover Page if supplemental sabbatical support is required.

Chancellor's Fellowship applications (i.e., sabbaticals requiring supplemental support) will be considered separately from those projects that will be funded through traditional support mechanisms. However, the same selection criteria will be used to evaluate "traditional" sabbatical applications as well as the Chancellor's Fellowships.

IX. SELECTION CRITERIA

Applications will be considered only if:

1. Applicants meet all eligibility requirements and conditions
2. Applicants have support of both their Department Chair and College Dean as noted in the comments section of the electronic routing within Cayuse 424
3. Applications are complete and received on time. Late or incomplete applications will not be considered for an award.

The Academic Development Committee (ADC) will review the applications. Applications will be judged on:

1. The overall quality of the application and the proposed activity (5 points);
2. The potential of the proposed activity to enhance the applicant's effectiveness as a teacher/scholar (5 points);

3. How well the proposed activity fits the applicant's long-term professional plans (5 points);

4. The relationship of the proposed activity to the goals and/or priorities of the Department, College, and University (5 points);

5. The clarity of the evaluation plan (5 points);

6. The ability of the applicant to carry out the proposed activity (5 points).

Preference will be given to applicants who:

1. Have not previously been granted a sabbatical;

2. Have not taken a leave of absence in the previous four years (regardless of funding source);

3. Possess a terminal degree;

4. Have been granted tenure;

5. Have the greatest total number of years of service or the most years of service since a leave of absence (regardless of funding source);

6. Propose projects that address one or more of the College Priority Areas (if applicable);

7. Target the University's Strategic Plan, Values, Mission, and/or key institutional priorities as part of the proposed sabbatical activities; and/or

8. Address the Board of Regents recommended areas of emphasis.

X. APPLICATION PROCEDURE

The table below provides key steps and deadlines for the Faculty Sabbatical Program. **These steps and deadlines are firm.**

PROCEDURES	DEADLINES
• Faculty Sabbatical RFP released / posted to ORSP website	April 9, 2018
• Applicants prepare applications • Applicants meet with ORSP for assistance uploading to Cayuse	April 9 – September 6, 2018
• Applicants upload complete proposal and any appendices into Cayuse and route to Department Chair for approval and support statements	September 7, 2018
• Complete applications are routed to Deans for approval and support statements	September 12, 2018
• Deans route to ORSP with support statements	September 17, 2018

• ADC completes review of applications / recommendations	September 19-28, 2018
• Provost completes review and final selection	October 8-19, 2018
• Campus recommendations forwarded to UW System	November 1, 2018

The Academic Development Committee will evaluate applications for sabbatical leave using the selection criteria described in Section IX of this request for applications and makes recommendations to the Office of the Provost. Applications are highly recommended, recommended, or not recommended by the Committee.

The Provost, in consultation with the Chancellor and Deans, will review applications and the Committee's recommendations, select sabbatical candidates to be forwarded to the Board of Regents, and select candidates to receive Chancellor's Fellowships. The Provost and Deans will use the same selection criteria described in Section IX above.

The Provost transmits the results of the sabbatical selection procedure to the Vice President for Academic Affairs of the University of Wisconsin System **by November 1, 2018.** The Provost notifies applicants of their application status after transmission of the campus' list of candidates to the Board of Regents. Sabbatical awards are formally announced at the Board of Regents' December meeting. Unsuccessful applicants are advised to revise their applications before reapplying.

XI. APPLICATION FORMAT

A Sabbatical Application Checklist is provided at the ORSP Faculty Sabbatical Program website. This checklist is provided to insure completeness of the application. All sections of the application must be included at the time of submission to ORSP.

NOTE: Fillable versions of all forms referenced herein are available on the ORSP Faculty Sabbatical Program website.

Applications must have 1 inch margins at the top, bottom, and on each side. The font size must be no smaller than 11-point. Readability is of paramount importance and should guide the selection of an appropriate font type for use in the application. Text may be single or double-spaced.

1. **SABBATICAL COVER PAGE:** Applicants must complete the University of Wisconsin-Whitewater Sabbatical Cover Page.

2. **APPLICATION NARRATIVE:** *Parts 1 to 3 (Objectives, Rationale, and Evaluation) must not exceed seven (7) single-spaced pages in total.*

   A. **One hundred word abstract that will be sent to the Board of Regents if your application moves forward.**

   B. **Objectives and Project Plan**

      • Describe the sabbatical/fellowship project objectives.

- Detail the procedures to be used to accomplish each objective.
- Provide a schedule of how the sabbatical leave time will be used.
- Supply the following information as it applies to the project:

    1. A reading list (a representative sample is adequate given space limitations).
    2. Names, dates, and purposes of any conferences or consultations.
    3. Titles, numbers, and institutions for any courses taken.

- A faculty member must list all active grants/fellowship awards, applications to be submitted, and awards that may be received during the sabbatical period (specifically include any supplemental funding to be used during the sabbatical period).

C. Rationale for the Project

- Describe how the project will make you a more effective teacher/scholar.
- Discuss how the project fits into your long-term professional plans.
- Connect the project to UW System / UW-Whitewater priorities:

    1. Explain how the project is related to the goals and/or priorities of the Department.
    2. Explain how the project addresses the College Priority Areas (if applicable).
    3. Explain how the project relates to the University's Strategic Plan and/or key institutional priorities (e.g., LEAP and Inclusive Excellence).
    4. Explain how the proposed project addresses the Board of Regents recommended areas of emphasis.

C. Project Evaluation

- Describe how the project will be evaluated and the method(s) by which its merit will be determined. When appropriate, try to involve students, colleagues, outside evaluators, and written observations and conclusions.
- List any publications, exhibits, or tangible outcomes that may result from the project.
- Individuals are expected to present their scholarly findings at a University function (e.g., Department colloquium, College colloquium,

University lecture, LEARN Center Workshop, etc.) after completion of the sabbatical and submission of the final report.

3. APPLICANT DATA: *This section <u>must</u> conform to the same format limitations specified above and may not exceed two (2) pages total.*

A. Education

B. Professional expertise and faculty status

C. Leaves of absence in the previous six years (and outcomes)

D. Teaching at University of Wisconsin-Whitewater

- Summarize student evaluations over the past two years and indicate how they compare to your Department's average.

- Summarize any peer evaluations you've had over the past two years.

- Provide any other information indicating the quality and effectiveness of your teaching.

E. Scholarly activity

- List relevant professional publications, exhibits, performances, and presentations at meetings.

- List relevant extramural and intramural grant applications and awards.

- List relevant scholarly activities, including information indicating the quality of your scholarly contributions (e.g., awards, fellowships, etc.).

4. SUPPLEMENTAL MATERIALS: There is no page limitation for this section.

A. Compliance Documentation. Investigators approved for sabbatical leave must comply with various State and Federal regulations.

- Investigators must submit an Institutional Review Board for the Protection of Human Subjects (IRB) protocol if the project involves human subjects, including notification of the status of the protocol review (pending, under revision, etc.), at the time of submission. The IRB guide, which contains a description of Federal and campus policy and procedures, instructions for submission, and forms, is available on the ORSP website.

- Investigators must also submit an Institutional Animal Care and Use Committee (IACUC) protocol if the project involves animals, including notification of the status of protocol review (pending, under revision, etc.), at the time of submission. Information about Federal and campus policy and procedures, instructions for submission, and forms may be accessed on the ORSP website.

- Applicants proposing research that involves physical, chemical, and/or biological hazards; any other hazardous materials; or radioisotopes must

submit a risk management plan approved by Lance Fredrick (fredricl@uww.edu), Director of Environmental Health, Risk Management, Safety, and Loss Control as part of the application.

B. **Current and Pending Support Form.** List all active grants/fellowship awards, proposals to be submitted, and awards that maybe received during the sabbatical period.

C. **Letters of Commitment:** Only letters that confirm the existence of a proposed relationship, travel/residence, or outside institutional commitment germane to the sabbatical application, if any, may be included in the application. Letters of support from colleagues, Department Chairs, Deans, or others may NOT to be included in the application and will not be considered by the Committee in its review and evaluation.