I. PROGRAM OVERVIEW

There are several components in the University of Wisconsin System-wide program of faculty development and renewal as called for in Academic Planning Statement #3. The Faculty Sabbatical Program is a professional leave program authorized under Wisconsin Statute 36.11(17) and the UW System Academic Planning Statement #3.3 (ACPS-3.3). At the University of Wisconsin-Whitewater, the program is administered through the Office of the Provost and Vice Chancellor for Academic Affairs.

The purpose of the Faculty Sabbatical Program is to enable recipients to be engaged 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. Proposed activities are to be consistent with the goals and/or priorities of the Department, College, and University.

The program permits faculty members to take a leave for either one semester with full compensation or an academic year with up to sixty-five percent of full compensation. Faculty on sabbatical will continue to earn creditable service towards retirement.

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), will be excluded 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 sabbatical will not be awarded to a faculty member who does not plan to return to the University of Wisconsin-Whitewater for at least one academic year of service after the completion of the sabbatical.

5. Successful sabbatical recipients will have complied with all requirements for previous University grants/awards.

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 sixty-five 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.

Beginning with the 2002-2003 academic year, a central pool of funds administered by the Chancellor has also been made available to provide supplemental support to departments with limited Resources. See Section VIII. Supplemental Sabbatical Support (aka Chancellor’s Fellowship) for additional information.

**IV. CONDITIONS**

The following conditions govern the faculty sabbatical program:

1. In the administration of faculty sabbaticals, creditable service for retirement purposes will vary depending on the length of the sabbatical and the level of compensation. A faculty member considering a sabbatical leave should consult with a University of Wisconsin-Whitewater fringe benefits coordinator before submitting a proposal.

2. A faculty member may receive, and is encouraged to seek, supplementary grants or other awards to support the sabbatical leave, but such compensation, when combined with the amount of institutional compensation, shall not exceed the full compensation normally received from the University of Wisconsin-Whitewater for that period. Information regarding external fellowship and grant opportunities may be accessed on the Office of Research and Sponsored Programs (ORSP) Faculty Sabbatical Program website.

3. A faculty member may receive additional grants or awards only if the conditions for accepting the additional resources do not interfere with the stated purposes of the faculty member’s sabbatical project. All related proposals submitted or awards received during the leave period should be reported at the time of application. Applicants must notify ORSP of all subsequent proposal and award activity occurring during the leave period.

4. A faculty member may seek additional support specifically for travel or unusual living expenses during the sabbatical without restriction by the full-compensation maximum. Information regarding external fellowship and grant opportunities may be accessed on the ORSP Faculty Sabbatical Program website.

5. Sabbatical recipients cannot accept other paid employment during the leave period, unless specifically stipulated as a condition of the leave and within the full compensation restriction.

6. Sabbatical recipients must agree to return to the University of Wisconsin-Whitewater for at least one academic year of service after the sabbatical, or repay any compensation (salary plus the University’s share of fringe benefits) received from the University of Wisconsin-Whitewater during the sabbatical.

7. Sabbatical recipients must submit a written report to the ORSP by 15 September 2017 for a 2015-2016 sabbatical leave. The report should outline accomplishments and all awards or grants received during the leave.

8. Successful proposals may be used as models to help others prepare proposals.

9. All sabbatical and fellowship award recipients must sign and file, with the Office of Research and Sponsored Programs, a formal Sabbatical Agreement Form documenting knowledge of and commitment to the terms and conditions of a 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. Proposals reflecting the College Priority Areas will be given favorable consideration, although submissions need not be limited to these priorities.

All proposals will be considered on their merits, specifically the degree to which the project involves a faculty member engaged 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 Area.

Current College Priority Areas are:

College of Arts and Communication
Applicants are encouraged to align their sabbatical proposals with the College's mission and goals, available online at: College of Arts and Communication Priority Areas

College of Business and Economics
Applicants are encouraged to align their sabbatical proposals with the College's mission and strategic objectives, available online at: College of Business and Economics Priority Areas

College of Education and Professional Studies
Applicants are encouraged to align their sabbatical proposals with the College's strategic priorities, available online at: College of Education and Professional Studies Priority Areas

College of Letters and Sciences
Applicants are encouraged to align their sabbatical proposals with the College's strategic priorities, available online at: College of Letters and Sciences Priority Areas

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

The University has developed a Strategic Plan, as well as Strategic Planning Goals and Priorities for 2012-2014, as an outgrowth of our Values and Mission.

Proposals 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.

Proposals addressing other key institutional priorities—LEAP (Liberal Education America's Promise) and Inclusive Excellence—also will be given favorable consideration.

VII. BOARD OF REGENTS EDUCATION COMMITTEE EMPHASSES

For the biennium covering 2016-18, the Board of Regents recommends the following areas of emphasis to UW institutions as they determine their annual sabbatical assignments:

1. Projects that support the mission, values, priorities, and goals of the institution, in recognition that sabbatical leaves are funded by the institution and should serve institutional purposes.
2. Proposals that take up the Scholarship of Teaching and Learning
3. Proposals that advance UW System strategic goals in Diversity and Inclusive Excellence
4. Proposals that advance UW System strategic goals in International education
5. Application of technology to instruction and distance education
6. Collaborative and Interdisciplinary activities
7. Scholarship and research on economic and workforce development technology transfer
8. Curricular reform related to UW System Shared Learning Goals (LEAP)

Proposals 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)

In 2002, the campus established a central fund to support fellowship proposals from applicants in departments with limited resources. Many of these smaller academic departments are unable to support sabbatical awards via traditional means (i.e., colleague coverage).

Applicants must indicate on the Sabbatical Cover Page if supplemental sabbatical support is required. The Department and College Support Form must also address the need for supplemental sabbatical support, if applicable.

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, and
2. Applications are complete and received on time. Late or incomplete applications will be disqualified.

The Academic Development Committee will use the University of Wisconsin-Whitewater Sabbatical Evaluation Form to review proposals. Proposals will be judged upon:

1. The overall quality of the proposal 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 relation 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. Plan to 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.

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>DEADLINES</th>
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<tbody>
<tr>
<td>• Faculty Sabbatical RFP released / posted to ORSP website</td>
<td>August 19, 2015</td>
</tr>
<tr>
<td>• Applicants prepare proposals</td>
<td>August 19 – October 5, 2015</td>
</tr>
<tr>
<td>• Department Chairs complete Department Support section of the Department/College Support Form</td>
<td></td>
</tr>
<tr>
<td>• Complete proposals are submitted to Deans</td>
<td>October 6, 2015</td>
</tr>
<tr>
<td>• Deans complete Department Support section of the Department/College Support Form</td>
<td></td>
</tr>
<tr>
<td>• Complete proposals are submitted to ORSP</td>
<td>October 9, 2015</td>
</tr>
<tr>
<td>• ADC completes review of proposals / recommendations</td>
<td>October 15 – 23, 2015</td>
</tr>
<tr>
<td>• Provost completes review and final selection</td>
<td>October 26 – November 2, 2015</td>
</tr>
<tr>
<td>• Campus recommendations forwarded to UW System</td>
<td>November 2, 2015</td>
</tr>
</tbody>
</table>

Eligible faculty members interested in participating in the Sabbatical Program must prepare their proposal according to the instructions provided below in Section XI, Proposal Format. One ORIGINAL, hard copy of the complete proposal must be received in the Office of Research and Sponsored Programs by 4:00 p.m. on MONDAY OCTOBER 9, 2015. This deadline is firm. Applicants should not submit any additional copies.

Proposals should be submitted to the College Deans by 4:00pm TUESDAY OCTOBER 6, 2015 to allow deans adequate time to review proposals.

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

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

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 2, 2015. The Provost notifies applicants of their proposal 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 proposals before reapplying the following year.
XI. PROPOSAL FORMAT

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

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

Proposals 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 proposal. Text may be single or double-spaced.

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

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

1. Objectives and Project Plan
   A. Describe the sabbatical/fellowship project objectives.
   B. Detail the procedures to be used to accomplish each objective.
   C. Provide a schedule of how the sabbatical leave time will be used.
   D. 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.
   E. List any grant/fellowship proposals to be submitted or awards to be received during the sabbatical period (including any supplemental funding to be used during the sabbatical period).

2. Rationale for the Project
   A. Describe how the project will make you a more effective teacher/scholar.
   B. Discuss how the project fits into your long-term professional plans.
   C. 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, Strategic Planning Goals and Priorities for 2012-2014, Values and Mission, and/or key institutional priorities (LEAP and Inclusive Excellence).
      4. Explain how the proposed project addresses the Board of Regents recommended areas of emphasis (if applicable).

3. Project Evaluation
   A. Describe how the project will be evaluated. Include several methods by which its merit will be determined. When appropriate, try to involve students, colleagues, outside evaluators, and written observations and conclusions.
   B. List any publications, exhibits, or tangible outcomes that may result from the project.
C. 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.

◆ APPLICANT DATA: This section must conform to the same format limitations specified above and may not exceed two (2) pages total.

1. Education
2. Professional expertise and faculty status
3. Leaves of absence in the previous six years (and outcomes)
4. Teaching at University of Wisconsin-Whitewater
   A. Summarize student evaluations over the past two years and indicate how they compare to your Department’s average.
   B. Summarize any peer evaluations you’ve had over the past two years.
   C. Provide any other information indicating the quality and effectiveness of your teaching.
5. Scholarly activity
   A. List relevant professional publications, exhibits, performances, and presentations at meetings.
   B. List relevant extramural and intramural grant proposals and awards.
   C. List relevant scholarly activities, including information indicating the quality of your scholarly contributions (e.g., awards, fellowships, etc.).

◆ DEPARTMENT AND COLLEGE SUPPORT FORM: A complete Department and College Support Form must be included with your proposal. Applications that do not include a signed Department and College Support Form will not be reviewed.

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

1. Compliance Documentation. Investigators that are approved for sabbatical leave must comply with various State and Federal regulations.
   A. 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, may be accessed on the ORSP website.
   B. 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.
   C. Applicants proposing research that involves physical, chemical, biological hazards, hazardous waste management, or radiation issues must submit a risk management plan approved by Lance Fredrick (fredricl@uww.edu), Director of Environmental Health, Risk Management, Safety, and Loss Control.

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