

**UNIVERSITY OF WISCONSIN-PLATTEVILLE**  
**FACULTY SABBATICAL PROGRAM**  
**2009-2010**  
**PROPOSAL GUIDELINES**

**INTRODUCTION**

The purpose of the University of Wisconsin-Platteville Faculty Sabbatical Program is to enable faculty to engage in intensive study, research or other professional activity in order to become more effective teachers and scholars and to enhance their service to the University. During a sabbatical it is expected that faculty will challenge and significantly extend their professional knowledge and skills. In addition faculty are encouraged to broaden their geographical/cultural experiences.

Policies and procedures associated with the sabbatical program exist in accordance with guidelines established by the University of Wisconsin System and in Section 36.11 (17) of the Wisconsin Statutes.

**TYPES OF SABBATICALS**

Two types of sabbatical leaves are available to faculty members.

1. A faculty member may take a sabbatical leave for an academic year and receive from the institution financial support at any level up to sixty-five percent of his/her full compensation for that period, in accordance with institutional policy.
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.

**ELIGIBILITY**

A sabbatical leave is considered a *privilege* granted to faculty on the merit of past academic contributions. Such performance notwithstanding, eligible faculty are expected to submit an appropriate and timely proposal in accordance with established university guidelines. The relative merits of competing proposals will be evaluated at the department/school, college and university levels.

Faculty are eligible for a sabbatical leave under the following terms.

1. A faculty member must have completed six or more years of full-time instructional service, or its equivalent, in the UW System and not have taken a sabbatical within the UW 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 toward sabbatical eligibility.
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. **The Board of Regents directed that UW institutions should also give preference to approving sabbaticals for the 2009-2011 academic years that involve the following projects: interdisciplinary activities, scholarship of teaching and learning, collaborative program activities, international education, and application of technology to instruction and distance education. Proposals should provide direct evidence as to how the sabbatical involves one or more of these projects.**
4. A sabbatical will *not* be awarded to a faculty member who is *not* to return to a permanent position in the full academic year following the sabbatical leave.

**POLICY STATEMENTS**

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, by personnel turnover, or by personnel reassignment from GPR support within the college 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, creditable service will--for retirement purposes--vary depending on the length of the sabbatical and the level of compensation. A faculty member considering a sabbatical level request should consult with the UWP fringe benefit coordinator prior to submitting a formal request.
3. A faculty member may receive and is encouraged to seek supplementary grants and other awards while on sabbatical leave. Such compensation when combined with the amount of institutional compensation, shall *not* exceed the full compensation normally received from his/her institution for that period.
4. Such 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 purpose of a faculty member=s sabbatical program.
5. A faculty member is encouraged to seek external support specifically for travel and unusual living expenses incidental to the sabbatical program without restriction by the full-compensation maximum (see Policy #3 above).
6. A faculty member may not use the sabbatical leave to accept other paid employment during the period of the leave, unless, as stipulated as a condition of the leave. If so stipulated, Policy #3 above is operative.
7. A faculty member must specify all grants or other awards applied for or to be received during the leave in his/her application for the sabbatical program.
8. **Preference may be given to applicants who have applied for external support.** Such support may be for salary, supplies and travel, or other items needed to support the sabbatical activities as recommended and discussed in Policy Statements 3 through 7. External support may also be employed by the department to accommodate the applicant=s absence.
9. A faculty member must agree to return to the institution for at least one academic year of service after the completion of the sabbatical, or repay any compensation (salary, plus the University=s share of fringe benefits) received from the institution during the sabbatical.
10. Research involving human or animal subjects must be approved in advance by the appropriate governance groups and administrative units.
11. Publications or presentations resulting from work funded by this grant program should acknowledge that the funds to support the project came, in part, from the University of Wisconsin-Platteville Faculty Sabbatical Leave Program.
12. A faculty member must submit a final electronic report with the Provost outlining the results of any research, professional activity, project, etc. completed during the sabbatical leave **within three months of returning to campus**. The final electronic report will be posted on the Improvement of Learning Committee website. In addition, a faculty member will be expected to share the results of any research, professional activity, project, etc. and this final report with university colleagues **within one year of returning to campus** in the form of a workshop, seminar or similar presentation. Any faculty member who fails to submit an electronic report and share the results with university colleagues will be ineligible to receive additional funding opportunities in the future including but not limited to: Curricular Improvement Funds, Scholarly Activity Improvement Funds, Assessment Activity Funds, sabbaticals, etc.
13. Faculty proposing sabbatical leaves are **strongly** encouraged to leave campus in order to complete relevant research, professional activity, etc.

14. Academic department/schools and colleges are expected to cover faculty responsibilities (i.e., teaching, advising, service duties, extracurricular activities) for colleagues on sabbatical leave **without additional financial support or FTE positions** from outside the college. However, when a faculty member is on a sabbatical for an entire academic year, the thirty-five percent of his/her full compensation for that period may be used to cover the faculty member's responsibilities. Faculty on sabbatical leave are *not* to be obligated to perform any department/school, college or university duties during this period.
15. Academic departments/schools and colleges are expected to establish appropriate qualitative assessment methods to assure that the results of the sabbatical are consistent with the proposal. In addition, academic departments/schools and colleges are accountable for the completion of the proposed sabbatical activity by their faculty including the final electronic report and sharing the results with university colleagues.

### PREPARATION OF THE PROPOSAL

A copy of the Sabbatical Application Form is attached. The proposal must include the following components.

1. Cover Sheet, including signatures of the department chair (or school director) and college dean and the proposed period of sabbatical activity; these signatures attest to **approval** of the sabbatical proposal and confirm **internal coverage** of faculty responsibilities (i.e., teaching, advising, service and extracurricular activities) during the sabbatical period.
2. Abstract  
Write a one-paragraph abstract of the proposed activity or project.
3. Description  
Briefly describe the project you propose to undertake during the sabbatical period.  
  
Include the following items.
  - A. Goals: List the goals of your proposed project. Provide direct evidence that your goals meet the 2009/2011 sabbatical preferences established by the Board of Regents.
  - B. Needs/Benefits: Discuss why this proposed project is needed and the benefits to you, your department/school, college and the university as a result of this project. If you propose to travel, state why such travel is appropriate.
  - C. Schedule/Procedures: Describe how the project will be conducted and how you plan to accomplish the goals specified above. Provide a timeline for achieving your goals.
  - D. Assessment: Describe the assessment process that will be used to determine how well the goals of the project have been achieved. Project what changes/continuous improvement you anticipate as the result of the assessment.
4. List **any** previous leaves of absences from the university and their dates regardless of funding sources (including personal resources).
5. List the external funding that has been applied for or is to be received to support this activity in addition to your UWP salary. Provide funding source(s), amount and purpose.
6. Outline how and when the results of the proposed activity will be shared with university colleagues within one year of returning to campus in the form of a workshop, seminar or similar presentation.
7. Vita  
Include a brief updated professional vita, including years of full-time instructional service (or equivalent) in the UW System.

**TIMETABLE FOR SABBATICAL PROPOSALS**

Regardless of the proposed timetable for sabbatical activity (i.e., fall semester, spring semester, full academic year), **all** sabbatical proposals will be submitted during the prior academic year. **Any** proposals for the 2009-2010 academic year must be submitted during the Fall 2008.

It is also anticipated that editing and fine tuning of proposals will take place throughout the local evaluation process.

* Submission to Department Chair or School Director no later than	September 12, 2008
* Submission from Chair/Director to College Dean no later than	September 19, 2008
* Submission from Deans to the Vice Chancellor no later than	September 26, 2008
* Submission from the Vice Chancellor's Office to the Chair of the Improvement of Learning Committee no later than	October 3, 2008
* Submission from the Chair of the Improvement of Learning Committee to the Vice Chancellor	October 24, 2008
* Submission to UW System	November 1, 2008

**EVALUATION OF SABBATICAL PROPOSALS**

Proposals for sabbatical leaves will be evaluated at the department/school, college and university levels before being submitted to the UW System for final approval. When more than one sabbatical proposal is submitted within an academic department/school, these proposals should be **prioritized** (with 1 being the top priority) by the Chair/Director on the basis of the evaluation criteria cited below using the attached evaluation form and the forms sent to the Dean. When more than one sabbatical proposal is submitted within the college, these proposals should be **prioritized** (with 1 being the top priority) by the Dean on the basis of the evaluation criteria below using the attached evaluation form and the forms sent to the Vice Chancellor. The Improvement of Learning Committee will provide constructive comments to faculty submitting sabbatical proposals. The Improvement of Learning Committee will also review the sabbatical proposals based on the evaluation criteria cited below using the attached evaluation form and the chair will send the forms to the Vice Chancellor. All department/college evaluators and the Improvement of Learning Committee will base their recommendations on the following criteria:

- A. Goals: Which priority area(s) set by the Board of Regents does this proposal meet? What direct evidence is provided that shows how the proposal meets these priorities?
- B. Needs/Benefits: Why should this proposal be approved?
- C. Schedule/Procedures: How do the procedures and timeline support the projects goals?
- D. Assessment: How does the proposed assessment process match the goals of the project? Is this process appropriate and achievable? What are the continuing benefits as a result of this project?













