

**COVER SHEETS FOR SABBATICAL APPOINTMENT APPLICATION
2009-2010 for 2010-2011**

Note: See attached **POLICY FOR AWARDED SABBATICALS AT UW-STOUT**, particularly **Part IV**, for help with making application for Sabbatical Appointment.

Name: _____ Date: _____

Department: _____ College: _____

Discipline(s): _____ Tenure Status: _____

Date of Instructional Appointment* at UW-Stout (Month and Year): _____

Total Number of Years of Instruction at UW-Stout (include the present year): _____

Performance Ratings for Last Four Years of Employment
(Do NOT include current year)

Most Recent Year	Previous Years		
Year _____	Year _____	Year _____	Year _____

Performance is judged to be **above** that described in the range acceptable for this appointment. _____

Performance was judged to be **within** the range described as acceptable for this appointment. _____

Performance is judged to be **below** that described in the range acceptable for this appointment. _____

SPLIT ASSIGNMENT NOTE: Faculty who have held split assignments must indicate years of split assignments, give all ratings and time for each year.

NOTE: APPLICATION WILL NOT BE CONSIDERED IF RATINGS ARE MISSING.

Leave History (List leave and sabbatical periods including month and year, nature and purpose of leave and source of funding):

Period for the proposed sabbatical program (one semester or complete year, first or second semester, include date(s) to avoid any possible misunderstanding):

Attach resume of no more than two pages outlining strongest contributions to teaching, scholarly activity, and service. Attach a proposal of no more than two pages about plans for using the sabbatical appointment. Attach a brief vita and paragraph abstract of your proposed sabbatical project (total less than one page) which you would want provided to the Board of Regents prior to their review, if your proposal is recommended by the Chancellor.

If my proposal is funded, I agree to complete a final report and submit it to the Provost's Office within three months of completion of the sabbatical. I will also make a university-wide presentation within one year of completion of sabbatical.

I verify that all information provided on or attached to this application is correct.

APPLICANT'S SIGNATURE _____ Date _____

*"Instructional Appointment" includes appointment to full-time teaching, non-classroom student learning/educational activities and such instructional-related activities as program director and department chair.

DEPARTMENT CHAIR'S/DEPARTMENT'S RECOMMENDATION

Note: See POLICY FOR AWARDING SABBATICALS AT UW-STOUT, particularly Part III: Review of Sabbatical Application by the Department Chair/Department and Dean.

_____ I support this application. _____ I do not support this application.

Provide rationale in space below ONLY if the application is NOT SUPPORTED.

DEPARTMENT CHAIR'S SIGNATURE: _____ DATE: _____
Department Personnel Committee Chair's Signature (When Dept. Chair is an applicant.)

DEAN'S RECOMMENDATION

NOTE: See POLICY FOR AWARDING SABBATICALS AT UW-STOUT, particularly Part III: Review of Sabbatical Application by the Department Chair/Department and Dean.

_____ I support this application. _____ I do not support this application.

Provide rationale in space below ONLY if the application is NOT SUPPORTED.

I verify the accuracy of the information provided on this application form.
DEAN'S SIGNATURE: _____ DATE: _____

SABBATICAL APPOINTMENT COMMITTEE RECOMMENDATION WITH PRIORITY RANKING AND RELEVANT COMMENTS:

SABBATICAL APPOINTMENT
COMMITTEE CHAIR'S SIGNATURE: _____ DATE: _____

CHANCELLOR'S RECOMMENDATION (with comments when recommended order has not been followed and about negotiations with application's unit for coverage).

CHANCELLOR'S SIGNATURE: _____ DATE: _____

Revised by PPC: 4/12/06

POLICY FOR AWARDING SABBATICALS AT UW-STOUT

I. PURPOSE OF STATEMENT (UW System ACPS-3.3).

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 services to the University. This privilege should be granted to faculty members on the merit of their past academic contributions.

II. DISTRIBUTION OF UNIVERSITY FUNDS RESERVED FOR SABBATICAL APPOINTMENTS

Each year, at the University of Wisconsin-Stout, available resources shall be used to fund as many sabbatical appointments for instructional faculty as possible at 100% for a single semester and 65% for one year. Funds shall be disbursed according to the following guidelines:

1. A campus-wide Sabbatical Appointment Committee made up of two tenured faculty members from each college representing different departments and one tenured faculty member from the collective non-college units shall be elected for three-year staggered terms through the Faculty Senate election process. An alternate for each position will also be elected for a three-year term. The Faculty Senate will appoint individuals to vacant alternate positions as necessary. **(See Item 3 under IV. SABBATICAL APPOINTMENT APPLICATION TIMELINE for description of election process.)**
2. All sabbatical applications shall be submitted to the Sabbatical Appointment Committee which will rank them in order according to criteria developed by the Personnel Policies Committee (PPC) and passed by both the PPC and the Faculty Senate **(see page 4)**.
3. Applications in rank order shall be submitted to the Chancellor who, with the Provost, will either approve or disapprove the proposals. Normally, the minimum number established at the beginning of each year will be awarded.

The Provost will be responsible for the implementation of the sabbatical appointments ensuring that arrangements to cover for faculty members on sabbatical appointments will not impose undue hardships on colleagues, departments, programs or colleges.

I. ELIGIBILITY TO APPLY FOR A SABBATICAL APPOINTMENT, CRITERIA FOR RANKING APPLICATIONS, AND EVIDENCE FOR RANKING.

Eligibility Requirements

A faculty member is eligible to apply for a sabbatical appointment when she/he:

1. Is tenured faculty and has completed six or more years of full-time instructional service* at the University of Wisconsin-Stout with preference to those who have not had a leave of absence regardless of funding in the previous four years (see the University of Wisconsin System Academic Planning Statement #3.3, also known as ACPS-3.3).
2. Can propose a sabbatical appointment project (or projects) that will do one or more of the following:
 - a. Enhance teaching, student learning and student or institutional development.
 - b. Contribute to course and/or curriculum development.
 - c. Contribute to research or scholarly activity related to instructional programs within his/her field of expertise.
3. Consistently receives merit ratings of Above or Within job description.

4. Will return to UW-Stout for one year following the sabbatical appointment and will not retire within two years.

*Instructional service includes full-time teaching, non-classroom student learning/educational activities and such instructional-related activities as program director and department chair.

Criteria for Ranking Applications and Applicants

The Sabbatical Appointment Committee will use the following criteria to rank eligible applicants. The criteria are grouped according to those which pertain to the applicant's past performance (1-3) and those which pertain to the sabbatical appointment project(s). (They are not necessarily arranged in priority order):

1. Length of applicant's service at the University of Wisconsin-Stout without a break.
2. Significance of applicant's contributions to teaching at the University of Wisconsin-Stout.
3. Significance of applicant's contribution to service, research, and scholarly activity.
4. Relationship of proposal to applicant's professional development.
5. Potential for successful pursuit of sabbatical project as demonstrated by applicant's past performance.
6. Potential contribution of sabbatical project to the pursuit of knowledge in the applicant's field.

Evidence Used to Evaluate Applications

Each applicant will submit the following in support of his/her application:

To demonstrate past contributions (criteria 1-3)

- Cover sheet indicating duration of service, past leaves and/or sabbaticals (regardless of funding), department chair and dean signatures.
- Resume of no more than two pages outlining the applicant's strongest claims of contributions to teaching, scholarly activity, and service.

To demonstrate aptness of proposed sabbatical project(s) (criteria 4-6)

- Proposal of not more than two pages describing the applicant's plans for using the sabbatical appointment. Proposal should include:
 - a. Realistic goals for sabbatical appointment (may include more than one project so long as all can fit realistically into the time requested).
 - b. Relevance of proposal to teaching, student or institutional development or scholarly activity in applicant's field of instructional expertise.
 - c. Indication of importance of project to applicant's field or to his/her own professional development.

In addition, each applicant may appear before the committee (at the request of the applicant or of the committee) to present his/her case for sabbatical appointment at this time and to answer questions about his/her application. Applicants may bring to the interview only materials directly related to the applications.

I. REVIEW OF SABBATICAL APPLICATIONS BY THE DEPARTMENT CHAIR/DEPARTMENT AND DEAN

The signature of the applicant's department chair and dean on the cover sheet of the proposal will indicate:

- that those officials have read the sabbatical appointment application,
- that the applicant has met these requirements,
- that, to the best of those officials' knowledge, all other material presented in the proposal is correct,
- that the quality of program offerings will neither be reduced below acceptable standards should the applicant be granted the sabbatical appointment nor would that appointment delay or interfere with necessary department or college functions beyond acceptable limits (see the University of Wisconsin System Academic Planning Statement #3.3, also known as ACPS-3.3).
- and that those officials have provided input (support or do not support).

If the applicant's department chair or dean does not support the sabbatical request, the official will:

- forward the application to the Sabbatical Appointment Committee with rationale only for not supporting the application, and
- send a copy of the rationale for non-support to the applicant.

In cases where the department chair is applying for sabbatical appointment, he/she will:

- notify the department at the time when other applicants notify their department chair of their plans to apply for sabbatical appointment,
- call upon the department personnel committee to review all department sabbatical appointment applications and write the rationale if any application is not supported, providing it with necessary information to verify that each application contains accurate information as well as his/her perspective on the effect of the appointment on the department's necessary functions.

In addition, after applications are received, the applicant's department chair and dean will cooperatively:

- begin a parallel process to assess what the resource need would be for coverage during the sabbatical period with members of the department,
- forward the proposed plan for coverage to the Provost.
- do what is in their power to facilitate approved sabbatical appointments including and especially negotiating with the Provost to make the sabbatical possible. Such negotiations should be made under the assumption that collegial coverage of a sabbatical appointment recipient's duties would be voluntary and would neither impose undue hardship nor infringe on student rights to quality education.

NOTE: If the department chair is applying for sabbatical appointment, a representative of the Departmental Personnel Committee will meet with the Dean and applicant.

NOTE: Applications are not to be prioritized at the department or college level.

I. SABBATICAL APPOINTMENT APPLICATION TIMELINE

Each year, the time line will be modified with specific dates to accommodate each year's calendar, and a copy will be included with the Sabbatical Appointment Application packet.

1. Within the first week after spring break, the Chancellor or designee shall announce to the faculty the prospects for sabbatical appointments in the academic year beginning eighteen months hence. The faculty shall be informed of the prospects through a letter to each individual faculty member, an item in the official staff newsletter, and a formal announcement at the first Faculty Senate meeting after spring break. Each form of the announcement will contain the following information:
 - a. Projected number of sabbaticals and amount of university funding available.
 - b. Abbreviated time line for application procedures and notification.
 - c. Criteria for eligibility.
 - d. The information that a complete application packet may be obtained from the Human Resources Office and Faculty Senate Office.
2. Simultaneously, the Chancellor or designee will send an announcement to department chairs and deans containing the same information along with an explanation of their roles in the process with particular information on how and when replacement of department members on sabbatical will be negotiated.
3. When the Faculty Senate solicits nominees for committees each spring semester, it will call for nominees for the Sabbatical Appointment Committee from the colleges (see description of committee make-up in Distribution of University Funds Reserved for Sabbatical Appointment I.1). Using the traditional Faculty Senate election procedure, the Chair Elect of the Faculty Senate shall solicit nominations for committee members and alternates from faculty in each unit, after which committee members will be elected by the faculty at-large.
4. In August, a second announcement including reference to the April notification will be included in the Welcome Back letter distributed to all faculty and staff.
5. In the final week of August, the Faculty Senate Office will begin procedures to call a meeting of the Sabbatical Appointment Committee early in the semester to review the charge, elect a chair and establish a process.
6. No later than the first week of the contractual year (Orientation Week), applicants for sabbatical appointment will notify department chairs of their intent to apply and consult with them about the ramifications of such application. The department chair will, in turn, notify the dean.

Meetings with department chair, dean and applicant are arranged. The purpose of the meetings will be to discuss the following issues:

- Course scheduling and impact on students and department should a sabbatical be granted.
- Financial resources.
- Flexibility of sabbatical plans.

When a department chair is applying for sabbatical appointment, a representative of the Department Personnel Committee will meet with the Dean and applicants from the department.

7. Faculty applicants may begin to prepare applications including the cover sheet and signature sheets provided with the application packet, a two-page resume and a two-page sabbatical appointment plan (See Eligibility to Apply for a Sabbatical Appointment, Criteria for Ranking Applicant, and Evidence for Ranking, II). Application packets are available in the Human Resources Office and Faculty Senate Office by the first week in September.

8. By Monday of the last week in September, applications will be submitted to department chairs for review. The following Monday, they will be passed to the applicant's dean for review. EXCEPTION: When the department chair is also an applicant for a sabbatical appointment, all applications will be submitted to the chair of the department's personnel committee for review.
9. After applications have been reviewed by the department chair (department personnel committee) and dean, meetings will begin with the departments to assess what the resource needs would be for coverage during the sabbatical period. The proposed plan will be forwarded to the Provost by Monday of the first week in November.
10. By the Monday of the second week in October, all applications with department chair (or department personnel committee chair) and deans signatures and rationales if appropriate will be hand-carried to the Faculty Senate Office for duplication and distribution to the Sabbatical Appointment Committee no later than two days hence. The Faculty Senate Office will notify each applicant individually through the campus mail that his/her application has been received.
11. During October, the Sabbatical Appointment Committee will evaluate and rank applications according to specified criteria using specified evidence.
12. By the first working day in November, the Sabbatical Appointment Committee will report its ranking to the Chancellor for disposition and, within three more working days, notify applicants of the results in a letter summarizing its deliberation procedures and listing successful applicants in rank order. In addition, the chair of the committee will write individually to any applicant not recommended explaining the reasons for the committee's decision.
13. By November 15, the Chancellor, after consultation with the Provost, will notify System, chairs, deans, and applicants of his/her disposition of the applications for sabbatical appointment.
14. Shortly after System's approval of sabbatical appointments but not later than January, the Provost will begin implementation of the sabbatical appointments for the following year through final negotiation with chairs, deans, and affected colleagues of recipients' units to plan for the absence of those faculty members.
15. During the period from January 1 to March 31 of spring semester, the Sabbatical Appointment Committee will meet to evaluate the procedure and recommend modifications for the Personnel Policies Committee's consideration if they seem advisable.
16. Within three months of completion of a sabbatical appointment, the faculty member will complete and submit a final report to the Provost's Office. A university-wide presentation will be made within one year of completion of sabbatical.

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Sabbatical.application06
8/6/96
Revised 10/1/96
Revised 5/30/97
Proposal from PPC 4/4/97
Passed by Faculty Senate 4/15/97
Revised 3/31/00 by PPC
Passed by Faculty Senate 4/11/00
Revised 2/14/05 by PPC
Passed by Faculty Senate 3/1/05
Revised 4/12/06 by PPC
Passed by Faculty Senate 4/25/06

SABBATICAL AGREEMENT BETWEEN THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM
OPERATING AS UNIVERSITY OF WISCONSIN - _____AND

(Name of faculty member receiving sabbatical leave)

The Board of Regents of the University of Wisconsin System (Board), operating as the University of Wisconsin - _____ (“Institution”), grants _____ (“Faculty Member”) sabbatical leave, pursuant to Wis. Stats. 36.11((7), and implementing Board and institutional policies, for the period _____, subject to the following conditions, and any other campus specific policies and conditions included as an addendum to this agreement, which are hereby acknowledged and agreed to by Faculty Member:

1. **Sabbatical Leave.** Sabbatical leave is for the purpose of enhancing teaching, course and curriculum development, or conducting research, or any other scholarly activities related to instructional programs within Faculty Member’s field of expertise. Faculty Member may not use the sabbatical leave to accept other paid employment during the period of the leave, except as follows: _____, which is expressly stipulated as a condition of the sabbatical leave. Any compensation received in connection with such paid employment is subject to paragraph 3 below.
2. **Administration of Sabbatical Leave.** Institution reports earnings, creditable service, leave benefits 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. Leave benefits will also continue to accrue at the rate in effect immediately prior to the sabbatical. Faculty Member shall submit a leave statement to Institution’s Human Resources Department for each month of the sabbatical leave according to Institution’s administrative policies
3. **Compensation.** Faculty Member may receive and 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 their institution for that period. Faculty Member shall specify all grants or other awards applied for in the application for the sabbatical program. Such additional grants or awards may be received by Faculty Member only if the conditions for accepting the additional resources do not interfere with the stated purposes of Faculty Member’s sabbatical program. However, Faculty Member may seek additional support specifically for travel or unusual living expenses incident to the sabbatical program without restriction by the full-compensation maximum
4. **Return to Institution.** Faculty Member shall return to Institution for at least one academic year of full-time service after the termination of the sabbatical, or repay any compensation (salary, plus the University’s share of fringe benefits) received from Institution during the sabbatical.
5. **Written Report.** Faculty Member must submit a written report in accordance with the process and format established by the institution outlining his/her accomplishments during the leave and include an accounting of all compensation received while on sabbatical in accordance with #3. above, on the attached form within three months of returning to Institution. These reports are to be filed and maintained in the Vice Chancellor’s Office and be available upon request.
6. **Sabbatical Leave.** Faculty Member acknowledges that sabbatical leave is subject to Wis. Stat. 36.11(7), and implementing Board and Institution policies, copies of which have been provided to Faculty Member.
7. Acknowledgment. **In signing this Agreement, Faculty Member acknowledges and agrees:**
 - a. That he/she has read this Agreement, and any applicable campus specific addendum and fully understands the terms and conditions hereof, which are contractual and not a mere recital;
 - b. That he/she has not relied on any statement or representation made by or on behalf of the Board or Institution other than as set forth herein, but wholly upon his/her own judgment, belief, and knowledge and the advice of any other advisers, including any attorney or tax professional he/she may have consulted; and
 - c. That he/she is voluntarily signing this Agreement with full knowledge as to its meaning and consequences.

Faculty Member: _____ Date: _____

Institution by: _____

(Title)

**Compensation Received During Sabbatical Assignment
University of Wisconsin-Stout**

Name:

Date:

Department:

Sabbatical Term:

Please indicate the amount and source of all compensation you received during the term of your sabbatical. You do not need to include supplements you received to address additional cost of living expenses incurred during your sabbatical or compensation from typical consulting activities (which must be reported on Outside Activities Report).

- | | | |
|---|---|---------|
| 1 | Payments made through UW institution*
e.g., payment for sabbatical, salary from
supplemental grants | \$_____ |
| 2 | Payments made directly to faculty member
from grants or awards (provide names of
agency or organization providing grants or
awards and the amounts for each below) | \$_____ |
| 3 | Salary paid directly to faculty member from
from non-UW-institution employment e.g., as
a visiting professor at another institution
(provide names of other employers and the
amounts for each below) | \$_____ |
| 4 | Other (specify below) | \$_____ |
| | Total* | \$_____ |

*To be filled in by institution
