

COLLEGE OF LIBERAL STUDIES SABBATICAL PROGRAM

(adopted 1 July 2000)

UNIVERSITY OF WISCONSIN-LA CROSSE

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DEADLINE

Proposals should be submitted electronically to Associate Dean Martin-Stanley in the office of the College of Liberal Studies no later than 4:30 p.m. on the Friday following Labor Day.

INTERVIEW WITH THE CLS SABBATICAL COMMITTEE

When you submit your proposal to the CLS office also sign up for an interview time with the CLS SABBATICAL COMMITTEE.

CLS SABBATICAL LEAVE PROGRAM

University of Wisconsin-La Crosse

CLS Sabbatical Leave Protocol

Purpose: The purpose of the faculty sabbatical program is to enable recipients to be engaged in intensive study or creative endeavor in order to become more effective teachers and scholars and to enhance their services to the University. This privilege is granted to faculty members on the merit of their past academic contributions.

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

1. A faculty member must have completed six (6) 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 (6) years of full-time service, or its equivalent. The faculty member must be tenured by the time the sabbatical is to begin.
2. Leaves of absence, regardless of source 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 denied reappointment to a permanent position in the year following the sabbatical leave.
5. **If individuals want to obtain funding from the Faculty Development Committee to support the sabbatical leave they must also submit a complete Faculty Development Grant Proposal (guidelines are available in the Provost's Office) to the Faculty Development Committee.**

Types: 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 financial support from UW-La Crosse at any level up to sixty-five percent (65%) 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 financial support from UW-La Crosse at any level, up to a maximum of his/her full compensation for that period.

Conditions: The following conditions govern the CLS Sabbatical Program:

1. A 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 UW-La Crosse for that period.
2. 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 purposes of a faculty member's sabbatical leave.
3. A faculty member may seek additional support specifically for travel or unusual living expenses incidental to the sabbatical leave without restriction by the full-compensation maximum (see Condition #1 above).
4. 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, Condition #1 is operative.
5. 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.
6. A faculty member must agree to return to the University of Wisconsin-La Crosse for at least one (1) 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 UW-La Crosse during the sabbatical.
7. A faculty member must inform the Dean in writing of any changes in the proposed sabbatical project after its initial acceptance. If such changes are substantial, the Dean shall report to the CLS Sabbatical Committee for possible reconsideration.
8. A faculty member must submit to the Dean a detailed written report outlining his/her accomplishments during the leave within three (3) months of returning to the campus. The faculty member shall also provide a one-page abstract report to the CLS Sabbatical Committee and may be asked to appear before the Committee to discuss the leave

and/or provide a University-wide lecture or workshop based on the accomplishments of the sabbatical.

Selection:

1. The formal call for faculty sabbatical proposals for the academic year will be announced by the Dean in March of each year (18 months prior to the sabbatical). At the time of the announcement, the Dean will indicate the number of faculty sabbaticals that the college is able to support.
2. After the proposals are submitted to the Dean, the applicants will meet with the CLS Sabbatical Committee to discuss their proposals.
3. Proposals are reviewed by the CLS Sabbatical Committee. Proposals are evaluated according to the guidelines presented here, with special emphasis on priorities that may be established by the College. These priorities will be outlined in March when the call for sabbatical proposals is announced by the Dean. General guidelines for sabbatical leaves are found in the Wisconsin Statutes (see attached, paragraph C).
4. Proposals must include a letter indicating departmental support for the prospective sabbatical. Proposals must contain evidence that ensures that the quality of the program offerings will not be reduced below acceptable standards or that delay or interference with necessary departmental and University functions will not be occasioned by the absence of those faculty on sabbatical leave.
5. The CLS Sabbatical Committee will make its recommendations in writing to the Dean of the college, who, in turn, will forward these recommendations with an endorsement or non-endorsement to the Provost/Vice Chancellor. The Provost/Vice Chancellor reviews the proposals and recommendations and consults with the Chancellor who makes the final recommendation to UW-System.
6. Formal announcement of those faculty members receiving sabbatical awards will be made annually at the December meeting of the Board of Regents.

CLS SABBATICAL LEAVE PROGRAM

University of Wisconsin-La Crosse

Guidelines for Application

Structure of the Application:

1. Title page for proposal. The title should adequately describe and instructively communicate the nature of the activities to be undertaken which are of benefit to the University. Include one 200-word abstract of the proposal (see Title Page Format). In addition, a two to three (2-3) sentence summary with the abstract of the planned sabbatical activities should be included.
2. Table of Contents
3. Body of the Proposal. The CLS Sabbatical Committee requests special attention to the following questions:
 - a. the nature and objectives of the proposed sabbatical program;
 - b. the relationship of the proposed sabbatical program to the faculty applicant's field of expertise;
 - c. the anticipated contribution of the proposed sabbatical program to the enhancement of teaching and/or course and curriculum development at the institution or in the UW System;
 - d. the proposed period and/or schedule of sabbatical study;
 - e. the reason(s) the proposed sabbatical program cannot be completed as part of the normal instructional faculty assignment during the academic year;
 - f. the objectives and how they will be attained (e.g., list courses or describe field work or clinical work; describe any additional financial support that is to be obtained);
 - g. the way in which the knowledge or experience gained will be disseminated to your department and the University in general;
 - h. the evaluation procedures that will be used to determine whether or not the specified objectives were achieved;
 - i. the name(s) and reasons for choosing (1) the person(s) with whom or under whom you intend to study or work, (2) the location(s) where the

study will be conducted. Also, include an estimate of the length and projected use of time spent at each location.

4. Estimated Budget: Identify and estimate all anticipated expenditures (line item format). Items should include travel, maintenance, tuition, laboratory and/or library use fees, or computer charges. Specify additional sources of funding to which you intend to make requests.
5. An updated brief professional vita (2-pages), which addresses your past academic contributions in terms of teaching, scholarship/creative endeavor, and service to the university.
6. A letter of support from the department chair (see Departmental Support Letter Format).
7. Additional supporting documents relevant to various aspects of the sabbatical (e.g. letters of support from associates with whom the proposer will be working, peer reviews of the proposer's work, etc.)

Applicants are also advised to consider the following suggestions:

1. Review the lists of successful applicants and copies of their proposals that are available at the reserve desk in Murphy Library. Members of the CLS Sabbatical Committee are also available for consultation, especially in the early phases of your proposal preparation.
2. Write clearly, using language understandable to readers from different disciplines.
3. Ask others to read your proposal before you submit your final draft to the Committee.
4. Proofread your proposal carefully, paying particular attention to conventional form, spelling, and grammar.
5. Give special care to the appearance of your proposal.
6. Be prepared to discuss your proposal before the CLS Sabbatical Committee.

CLS SABBATICAL LEAVE PROGRAM

University of Wisconsin-La Crosse

Wisconsin Statutes

University of Wisconsin System 36.11 (17)

“(17) Sabbatical Leave for Instructional Faculty

The Board may grant sabbatical leave of up to one year to instructional faculty, in order to recognize and enhance teaching efforts and excellence, under rules and procedures adopted by the Board, subject to the following conditions:

- a. Sabbatical leave may be granted only to those faculty members who have completed six (6) or more years, or the equivalent, of full-time instructional service in the System.
- b. Only one sabbatical leave may be granted for each six (6) years of full-time instructional service in the System with preference given to those who have been making significant contributions to teaching and have not had a leave of absence, regardless of source funding, in the previous four (4) years.
- c. Sabbatical leave shall be granted for the purposes of enhancing teaching, course and curriculum development or conducting research or any other scholarly activities related to instructional programs within the field of expertise of the faculty member taking such leave.
- d. Sabbatical leave shall be approved by appropriate faculty and administrative committees.
- e. A faculty member shall receive compensation while on sabbatical leave, but such compensation, when combined with outside compensation earned while on leave, shall not exceed the full compensation normally received from the System.
- f. The faculty member taking a sabbatical leave shall agree to return to the institution from which leave was granted for at least one (1) year after the termination of the sabbatical or return any compensation received from the System during the sabbatical.
- g. Funding for the sabbatical leave program shall be provided from the existing general operations appropriation for the System.”

CLS SABBATICAL LEAVE APPLICATION

University of Wisconsin-La Crosse

Title Page Format

Name:

Rank:

Telephone Number:

College: Liberal Studies

Department:

Title of Project:

Dates of Project:

Location(s) of Project:

Date of Last Leave:

Date of Last Sabbatical:

Requesting: (check one)

Two (2) semesters

One (1) semester

Fall Spring

Applicant's Signature _____ Date _____

Chair's Signature _____ Date _____

Abstract of Project:

CLS SABBATICAL LEAVE APPLICATION

University of Wisconsin-La Crosse

Departmental Letter of Support Format

Name of Applicant:

Department:

Inclusive Dates of Proposed Sabbatical:

Letter of Support:

Department Chair Signature

Date

Revised September 1979
Approved by Regents 9/7/79
Revised Spring 1983, Spring 1984,
Spring 1985, Spring 1987,
Spring 1989, Summer 1994

THE UNIVERSITY OF WISCONSIN SYSTEM

Academic Planning Statement #3.3 (ACPS – 3.3)

THE FACULTY SABBATICAL PROGRAM

There are several components in the University's system-wide program of faculty development and renewal as called for in Academic Planning Statement #3. The first component, ACPS #3.1, provided guidelines for institutional development and implementation of a comprehensive program of faculty development and renewal. The second component, ACPS #3.2, established a program facilitating intra-system faculty transfer and exchange. This paper, ACPS #3.3 (revised), outlines the guidelines governing the faculty sabbatical program in the University of Wisconsin System. Wisconsin Statutes 36.11 (17) provide the framework for this policy statement.

- A. **PURPOSE:** The purpose of the faculty sabbatical program is to enable recipients to be more 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.
- B. **ELIGIBILITY:** In this paper the word "sabbatical" is used to refer to the professional leave program authorized by s. 36.11 (17), Wis. Stats. 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, 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 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 institution from which the leave was granted for at least one academic year of service after the termination of the sabbatical.

C. TYPES: 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 policies.
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.

D. 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, by personnel turnover, or by personnel reassignment from GPR 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, 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 request should consult with the institutional fringe benefit coordinator prior to submitting a formal request.
3. A 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 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 purposes of a faculty member's sabbatical program.
5. A 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 (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 as stipulated as a condition of the leave. If so stipulated, condition #3 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. A faculty member must agree to return to the institution from which the 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 within three months of returning to the institution in accordance with the process and format established by the institution. These reports are to be filed and maintained in the Vice Chancellor's Office and are to be available upon request.

E. SELECTION: The following guidelines govern the process for sabbatical leave:

1. Each institution will establish the specific application requirements and selection procedures for the faculty sabbatical program in accordance with Wisconsin Statutes 36.11(17). The selection procedures should provide joint faculty and administrative review and approval, should ensure faculty proposal selection under nondiscriminatory principles, should certify that the quality of program offerings will not be reduced below acceptable standards or that delay or interference with necessary departmental and university functions will not be occasioned by the absence of those faculty on sabbatical leave, and should take into consideration the institution's capacity to fiscally support the sabbatical program. The faculty sabbatical application and selection protocol for each institution will be placed on file in the UW System Office of Academic Affairs.
2. The formal call for faculty sabbatical proposals for the academic year 18 months hence will be announced by the chancellors in March of each year. Institutional selections for the faculty sabbatical program should be communicated in writing by the chancellors to the Vice President for Academic Affairs by November 15 of each year.

This communication should contain:

- (a) a brief paragraph abstract of the proposed sabbatical program and a brief updated professional vita;
- (b) A certification by the chancellor or a designee that the eligibility requirements, compensation arrangements and related conditions of the

appointment, and the guidelines for sabbatical award selection as outlined in sections B, C, D, and E of this document have been observed in the determination and granting of the awards. Certification must also be made as to the fiscal capability of the institution to support the number of faculty sabbaticals being granted.

- (c) A description of the source of support for the sabbatical, i.e., collegial coverage, ad hoc appointment, or other.
3. Formal announcement of those faculty members receiving sabbatical awards will be made annually at the December meeting of the Board of Regents.