**COLLEGE OF LIBERAL STUDIES**

 **SABBATICAL PROGRAM**

**UNIVERSITY OF WISCONSIN-LA CROSSE**

(Revised 2018)

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## DEADLINE

Proposals should be submitted electronically to the College of Liberal Studies email address clsdeansoffice@uwlax.edu no later than 4:30 p.m. on the Friday following Labor Day. Your intention to apply for sabbatical should be discussed with your department chair in the semester prior to the application deadline or earlier in order to determine the department’s ability to support the proposal.

**INTERVIEW WITH THE CLS SABBATICAL COMMITTEE**

CLS will contact you to set up a time to meet with the CLS Sabbatical Committee where you will provide a brief five-minute overview of your proposal. No presentation materials are needed.

**CLS SABBATICAL APPLICATION INFORMATION & GUIDELINES**

All relevant College, UWL, and UWS policies, procedures, and guidelines on sabbaticals are located on the UWL website. Please review and follow all application guidelines prior to submission of your application.

CLS: <https://www.uwlax.edu/cls/sabbatical-program/>

Provost: <https://www.uwlax.edu/academic-affairs/resources/#tm-resources-for-faculty-and-instructional-academic-staff>

HR: <https://www.uwlax.edu/human-resources/faculty-sabbatical/>

**CLS SABBATICAL LEAVE PROGRAM**

**University of Wisconsin-La Crosse**

**Guidelines for Application**

**Structure of the Application**:

1. Title page
	1. The title should adequately describe and instructively communicate the nature of the activities to be undertaken which are of benefit to the University.
2. Abstract
	1. Regent’s Abstract-maximum 100 words
3. Table of Contents
4. Narrative
	1. The CLS Sabbatical Committee requests special attention to the following questions:
	2. the nature and objectives of the proposed sabbatical program;
	3. the relationship of the proposed sabbatical program to the faculty applicant’s field of expertise;
	4. 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;
	5. the proposed period and/or schedule of sabbatical study;
	6. the reason(s) the proposed sabbatical program cannot be completed as part of the normal instructional faculty assignment during the academic year;
	7. 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);
	8. the way in which the knowledge or experience gained will be disseminated to your department and the University in general;
	9. the evaluation procedures that will be used to determine whether or not the specified objectives were achieved;
	10. 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 and an estimate of the length and projected use of time spent at each location.
5. Budget
	1. 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.
6. Abbreviated CV
	1. 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.
7. Departmental Letter of support from the department chair that specifically addresses the department’s ability to meet programmatic need with the standard college-level funding for staff replacement (see chair letter template below for details)
8. 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.)
9. Applicants are also advised to consider the following suggestions:
	1. Review samples of successful CLS sabbatical proposals, available by contacting the CLS Dean’s Office. 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 APPLICATION**

University of Wisconsin-La Crosse

**Title Page**

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

Regent’s Abstract:

100 words maximum. Clearly articulates the nature of the project.

**CLS SABBATICAL LEAVE APPLICATION**

University of Wisconsin-La Crosse

**Estimated Budget**

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| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **ANTICIPATED COST** |
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|  | **TOTAL** |  |

List Possible Sources of Additional Funding: (College funds are used only for salary.)

**CLS SABBATICAL LEAVE APPLICATION**

University of Wisconsin-La Crosse

**Departmental Letter of Support**

Name of Applicant:

Department:

Inclusive Dates of Proposed Sabbatical:

CLS Sabbatical Financial Support to Departments Note:

* For one-semester sabbaticals, typical backfill to a department is up to $8,000 (~ 2 three-credit courses or 50% of teaching load).
* Staffing for a 1-year sabbatical is supported from the 35% of salary savings from the faculty position (faculty earn 65% of their annual salary) – which is approximately $20,000 for the year (~5 three-credit courses).
1. The department chair must indicate in their letter of support that the department is able to meet programmatic needs with the available level of financial support.
2. Department Chair must sign the letter of support (digitally or by hand).

**REPORT ON SABBATICAL LEAVE**

**To be completed by the faculty member no later than three months from the end of the sabbatical and emailed to their respective Dean’s Office**

Date:

Faculty name:

Department:

Sabbatical Start and End Dates:

Title of project:

In one to three pages, please address the following questions

1. Briefly describe the nature of your sabbatical leave activities.
2. Did you complete all plans, courses or activities reviewed by the Sabbatical Leave Committee? Describe and provide the rationale for any significant deviations from the proposed activities described in your application for a sabbatical.
3. Briefly describe the value of your sabbatical leave activities to your professional growth
	1. Describe how your sabbatical will contribute to department, college, university and/or personal growth in terms of (i) teaching, (ii) scholarship/creative endeavors and/or, (iii) service.
4. Briefly describe scholarly outcomes (book, published articles, exhibitions, etc.) of the sabbatical and their publication venues/timelines.