

### **Sabbatical Policy Recommendations:**

- Academic departments should establish a rotation process for sabbatical leaves.
- Faculty member must have received a meritorious review and/or a positive post tenure review to be receive a favorable review.
- One faculty member per department may be on sabbatical leave during any given semester (exceptions must be discussed with the Dean)
- Negotiations for timing should take place in advance to minimize the impact on the department.
- Preferences will be given to those who exceeded the eligibility time frame, first-time applicants, and those whose contributions to teaching programs will be greater.
- Priority will be given to those who are requesting the full year of sabbatical (given that teaching can be covered with salary savings).

## **Evaluation Criteria**

The following criteria for review of applications for sabbatical leave were developed by the CASSH Sabbatical Committee to evaluate and rank the applications for sabbatical.

### **Scholarly Merit (20 points)**

- The proposal is well organized, written concisely and understandable. **(5 points)**
- Application clearly communicates how the proposed activity contributes to the faculty member's teaching and/or scholarship activity. **(5 points)**
- The goals and objectives of the proposal are well-articulated and attainable. **(5 points)**
- The applicant possesses the necessary skills and experiences to conduct the project? **(5 points)**

### **Planning and Organization (10 points)**

- How organized is the proposed activity? **(6 points)**
- Has there been adequate planning to carry out the project? **(2 points)**
- Are there adequate resources to accomplish the project goals? **(2 points)**

### **Scholarly Integration (5 points)**

- How well does the project contribute to the faculty member's integration of teaching and scholarship activity? **(5 points)**

### **Broader Impacts (10 points)**

- What impact will this project have for UWL and the State of Wisconsin? (Will it be disseminated through local/regional publication[s], performance[s], presentation[s], etc.?) **(3 points)**
- How important is the proposed activity to advancing knowledge and understanding within the candidate's own field? **(4 points)**
- What impact will the project have nationally or internationally? (Will it be disseminated through national/international publication[s], performance[s], presentation[s], etc.?) **(3 points)**

In addition to the criteria listed above, applicants also will receive credit based on the following:

- Years of service:  $\frac{1}{4}$  point per year since eligible for sabbatical
- Academic rank: 3 points for Professor, 2 points for Associate Professor, and 1 point for Assistant Professor rank.

The CASSH Sabbatical Committee will rank applications based on total points and forward to the Dean for funding decisions.