



College of Business Administration  
Sabbatical Application and Procedures

Background

The UW System, working with individual campuses, endeavors to provide opportunities for sabbatical leaves. The purpose of the faculty sabbatical program is to enable recipients to be engaged in intensive endeavors in order to become more effective teachers and scholars and to enhance their services to the University. It should be granted to faculty members on the merit of their past academic contributions. (UW System Academic Planning Statement 3.3) A sabbatical is a privilege and not an entitlement.

When a faculty member is awarded a sabbatical, the faculty member must agree to return to the University of Wisconsin-La Crosse 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 UW-La Crosse during the sabbatical. Faculty members who take a one-semester sabbatical will be paid 100 percent of their salary. Faculty members who take a full academic year sabbatical will be paid 65 percent of their salary.

The faculty member will earn sick leave at the same rate as was in effect immediately before the sabbatical began. Therefore, a faculty member who is absent from work during a sabbatical must report sick leave usage. The payroll system will allocate only 65 percent of your sick leave earnings per month if you are on a full academic year sabbatical.

The selection process provides for joint faculty and administrative review. The ability of the college's and institution's capacity to fiscally support the sabbatical is crucial and may limit any or all proposals.

UW-L Faculty Sabbatical Leave Protocol Eligibility

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

- 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.
- 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.
- 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.
- A sabbatical will not be awarded to a faculty member denied reappointment to a permanent position in the year following the sabbatical leave, or a faculty member who plans to retire within one year following the sabbatical leave.

## UW-L Faculty Sabbatical Leave Protocol-Conditions

The following conditions apply:

1. A faculty member may receive and is encouraged to seek supplementary grants or other awards while on sabbatical, 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 project.
3. A faculty member may seek additional support specifically for travel or unusual living expenses incidental to the sabbatical project without restriction by the full-compensation maximum.
4. A faculty member may not use the sabbatical 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 project.
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 and Provost in writing of any changes in the proposed sabbatical project after its initial acceptance. If such changes are substantial, the Dean may change his/her recommendation or call a meeting of the academic department chairs for possible reevaluation.
8. A faculty member must submit to the Department, Dean and Provost a detailed written report outlining his/her accomplishments during the leave within three (3) months of returning to the campus.

### Procedure

CBA faculty apply for sabbaticals through their departments and proposals must include a letter indicating departmental support for the prospective sabbatical. Proposals must contain:

- Required title page (see below),
- Detailed narrative that addresses the evaluation issues on the CBA evaluation form,
- Detailed budget that identifies all anticipated expenditures. Items should include travel, tuition, laboratory and/or library use fees, or computer charges. Specify additional sources of funding to which you intend to make requests.
- Updated Vita (2-3 pages)
- Department letter of support
- Any additional documents that might be helpful

The narrative should address the following items:

- the nature and objectives of the proposed sabbatical project;

- the relationship of the proposed sabbatical project to the faculty member's field of expertise;
- 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;
- the proposed period and/or schedule of the sabbatical;
- how the faculty member's normal teaching schedule, advising and other responsibilities will be covered;
- the reason(s) the proposed sabbatical project cannot be completed as part of the normal instructional faculty assignment during the academic year;
- 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);
- the way in which the knowledge or experience gained will be disseminated to your department, students, and the University in general;
- the evaluation procedures that will be used to determine whether or not the specified objectives were achieved.

Proposals are evaluated according to the guidelines presented here and on the attached CBA Sabbatical Evaluation form. Proposals must contain evidence that ensures that the quality of the project 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. Quality of programs includes any impact on AACSB accreditation requirements.

The CBA chairs and Deans meet and review the sabbatical applications and letters of recommendation. The meeting will usually take place during a regularly scheduled department chair's meeting. A faculty member who has submitted a proposal has the option of briefly presenting the proposal to the chairs at the meeting. Any chair who submits a proposal will not participate in the evaluation, discussions and decision regarding any of the proposals. Each academic department chair completes an evaluation form and submits it to the Deans for consideration. The Dean makes the decision on whether to fund the sabbatical. If the Dean makes a positive recommendation, it is forwarded to the Provost and Chancellor. The Chancellor makes recommendations to the Board of Regents who are the final granting authority. The Board's decision is usually made at its December meeting.

Deadline: The deadline for proposals will be announced sometime in September. Faculty members must submit 1 original and 6 copies of their proposal to the Dean's office no later than 4:30 p.m. on the due date.

CBA Sabbatical Leave Application  
Title Page

Date:

Name:

Rank:

Department:

Title of Project.

Requesting:     One Semester Sabbatical:     Fall 20\_\_ or  Spring 20\_\_  
                   Full Academic Year Sabbatical for the 20\_\_ Academic Year

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Abstract of Project:

CBA Sabbatical Evaluation Form

The selection process should provide joint faculty and administrative review, should ensure nondiscriminatory principles are followed, should certify that the quality of program offerings will not be reduced below acceptable standards, that delay or interference with necessary departmental and university functions will not be occasioned by the absence of the faculty member, and will take into consideration the institution's capacity to fiscally support.

Faculty name:

Type of request: one year or one semester?

Which year or semester:

Has person had sabbatical in past 6 years?

Does the person plan on returning for at least one year?

Other than travel and/or unusual living expenses will the faculty member receive compensation, grants, or funds that will exceed the full compensation from the university?

What is the department's plan for replacing teaching obligations (source of support)?

Attributes:

1. Past academic accomplishments strong enough to merit sabbatical privilege?
2. Has person made significant contributions to teaching? [Used for preference purposes]
3. Degree this proposal will contribute to becoming a more effective teacher, scholar or enhance service to university?
4. Degree to which this proposal relates to faculty member's area of teaching, research or service?
5. Effectiveness of the department's plan to maintain the level and quality of instructional services, to students? Quality includes AACSB accreditation impacts.
6. College's fiscal capability to support the number of sabbatical's requested?

Recommendation: Approve [ ] Disapprove [ ]