

**Sabbatical Proposal Application Procedures  
2024 (Jan-Sept) Academic Year Submission  
UW System SABBATICALS for UWSP Faculty**

This application packet is intended to provide you with the necessary instructions for writing and submitting a sabbatical proposal. There is pertinent background on both the general UW System sabbatical program and the UWSP application procedure. Please read both summaries but pay particular attention to the UWSP guidelines since there are several procedural nuances. Throughout this document the term *department* is used to represent equivalent units such as disciplines, programs, or schools. Every college has a sabbatical review committee that will score your proposal. It is from these numerical scores that sabbaticals will be selected. You might need to submit a pre-proposal (sabbatical draft) to your College Sabbatical Review Committee. If a pre-proposal is required, ensure that you follow the draft requirements and timeline set by your college. In general, since sabbatical proposals are due in the fall of the year preceding the sabbatical, the pre-proposal process happens in April before the proposals are due. The committee will review your pre-proposal, make suggestions for changes, and return the proposal to you. Your college committee will determine if this step is required. Regardless of whether a pre-proposal required is, you must submit a digital copy of your completed sabbatical proposal, by e-mail ([orsp@uwsp.edu](mailto:orsp@uwsp.edu)) as attachments to the Office of Research and Sponsored Programs (ORSP) by September 13, 2024, by 5pm. Late applications may not be accepted. Applicants should closely monitor campus and college announcements for specific deadlines. Once your proposal has been registered with the ORSP office, it will be distributed to the appropriate college committee for final review and rankings. The ORSP office will inform you about whether your proposal has been approved by the beginning of November. Your college committee will share specific details about the sabbatical process throughout the academic year.

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## **THE FACULTY SABBATICAL PROGRAM**

Please refer to the current [UW System Faculty Sabbatical Program Policy](#)

### **1. Policy Purpose**

The policy's purpose is to provide information on eligibility and procedures for the UW System faculty sabbatical program.

### **2. Responsible UW System Officer**

Vice President, Office of Academic and Student Affairs

### **3. Scope**

This policy applies to UW System's instructional faculty who are eligible to receive sabbatical leave.

### **4. Background**

The policy is needed to provide information about eligibility, types, conditions, and submission of applications for the faculty sabbatical program. The purpose of the faculty sabbatical program is to enable recipients to be engaged in intensive study 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.

### **5. Definitions**

**Sabbatical:** Sabbatical refers to the professional leave program authorized by Chapter 36.11(17) Wis. Stats.

**Sabbatical Leave:** Sabbatical leave may be taken by faculty for a period of up to two consecutive academic terms. See Regent Policy Document 20-5, Sabbatical Leave Program for Instructional Faculty.

### **6. Policy Statement**

#### **A. Eligibility**

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

The 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.

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 who does not plan to return to the institution from which the leave is granted for at least one academic year of service after the termination of the sabbatical.

#### B. Types of Sabbatical Leaves

A faculty member may take a sabbatical leave for up to two consecutive academic terms and receive from the UW university financial support at any level up to sixty-five percent of their full compensation for that period, in accordance with university policies.

A faculty member may take a sabbatical leave for one academic term and receive from the UW university financial support at any level up to a maximum of their full compensation for that period.

#### C. Conditions that Govern the Faculty Sabbatical Program

In the administration of sabbaticals, salary funds generated by academic year sabbatical leaves, leaves without pay, 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.

In the administration of faculty sabbaticals, the UW System will report earnings, creditable service, 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. In addition, leave benefits will continue to accrue at the rate in effect immediately prior to the sabbatical.

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 their university for that period.

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.

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 6.C.III).

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, 6.C.III is operative.

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.

#### D. Roles and Responsibilities for Sabbatical Leave Process

Each UW university will establish the specific application requirements and selection procedures for the faculty sabbatical program in accordance with Chapter 36.11(17) Wis.Stats. The selection procedures should provide joint faculty and administrative review and approval, should ensure faculty proposal selection under nondiscriminatory principles, should account for certification 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 UW university's capacity to fiscally support the sabbatical program. The faculty sabbatical application and selection protocol for each university will be placed on file in the UW System Office of Academic and Student Affairs.

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 by the Provost and/or Vice Chancellor for Academic Affairs and be available upon request.

A faculty member must agree to return to the institution from which 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.

#### E. Processes Governing the Faculty Sabbatical

The following guidelines govern the process for sabbatical leave:

Each institution will establish the specific application requirements and selection procedures for the faculty sabbatical program in accordance with Wisconsin Statutes s. 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 and Student Affairs.

The formal call for faculty sabbatical proposals for the academic year 18 months in the future will be announced by the Chancellors in March of each year. University selections for the faculty sabbatical program should be communicated in writing by the Chancellors to the UW System Vice President for Academic and Student Affairs by November 15 of each year. This communication should contain:

A brief paragraph abstract of the proposed sabbatical program and a brief updated professional vita.

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 6A, 6B, and 6C of this policy have been observed in the determination and granting of the awards. Certification must also be made as to the fiscal capability of the UW university to support the number of faculty sabbaticals being granted.

A description of the source of support for the sabbatical, i.e., collegial coverage, ad hoc appointment, or other.

Formal announcement of those faculty members receiving sabbatical awards will be made annually by the Provost and/or Vice Chancellor for Academic Affairs at each university. In addition, the list of sabbatical awards will be shared with the Board of Regents by the UW System Vice President for Academic and Student Affairs in written form in December.

## **UWSP SABBATICAL APPLICATION GUIDELINES**

### **Sabbatical Review Subcommittee (SRS), Faculty Council**

**Purpose:** The purpose of the sabbatical program is to enable recipients to be engaged in intensive study to become more effective teachers and scholars and to enhance recipients' services to the University. Sabbaticals may be granted for discipline-based research and/or for the enhancement of teaching and curriculum development.

To ensure inclusivity, traditional or discipline-based projects as well as those that involve interdisciplinary activities, scholarship of teaching and learning, collaborative program activities, international education, and application of technology to instruction and distance education will be considered.

**UWSP Eligibility:** The criteria for determining eligibility are: (1) You must have taught full-time in the UW System for the equivalent of 6 or more years and must not have had a sabbatical or other university-financed leave during the previous 6 years. (2) You must have tenure or have been reappointed to a permanent position for the year following your leave.

**Sabbatical College Allocation:** Unless otherwise determined by the Provost, each UWSP College will be allocated a maximum number of sabbaticals based on their proportion of the total UWSP tenure and tenure-track faculty. The total number of sabbaticals will be set by the Provost each year by end of the Fall semester for the following academic year, and proportional allocations will then be made to each College.

**Sabbatical Restrictions:** Sabbaticals will only be awarded to a faculty member returning to a permanent position for at least one academic year, i.e. two semesters, of service following the sabbatical leave. The Sabbatical Leave Form (SLF) must be completed by the department and associated College Dean. This form indicates the Department and College's sponsorship for the proposed sabbatical and their willingness to potentially re-allocate resources in support of the sabbatical. A complete SLF must accompany proposal submissions.

State and Federal regulation Compliance: Projects that are approved must comply with various State and Federal regulations; for example, regulations concerning research involving human subjects (IRB approval required), animal subjects (IACUC approval required), environment impacts (WEPA approval required), equipment purchased, and publishable or patentable materials. See IRB, IACUC, and WEPA information at end of this document.

**College  
Sabbatical  
Review  
Committee:**

Each College Sabbatical Review Committee should consist only of tenured faculty members. Deans, Associate Deans, Assistant Deans, and Department/Discipline Chairs may not serve on the College Sabbatical Review Committee. Any faculty member submitting a sabbatical proposal should not be a member of this Committee. Furthermore, each Committee should have a chair, and each College should determine an equitable makeup of its Sabbatical Review Committee, with representation based on departments/disciplines, schools, and/or programs. A College can ask for volunteers to serve on this committee. Each committee should have a minimum of three members. Deans, Associate Deans, Assistant Deans, and Department/Discipline Chairs will determine the maximum number of committee members and establish the Committee.

Each College Sabbatical Review Committee will evaluate sabbatical proposals based on a scoring rubric approved by the UWSP Sabbatical Review Subcommittee. Part of the rubric weighting can be changed by each College Sabbatical Review Committee in support of specific college criteria and philosophical tenets. All rubrics used by each College Sabbatical Review Committee will be sent to and posted by the Office of Research and Sponsored Programs and will be available for any faculty member to examine. These rubrics will be available by the beginning of the Spring semester each year.

Your proposal will be read, discussed, and scored by members of your College Committee, and a written critique and evaluative decision will be sent to you. Faculty applying for a sabbatical are recommended to review the scoring rubric from their College. Faculty sabbatical proposals that receive the highest total scores from their respective College Sabbatical Review Committee, up to the maximum number supported by their respective college, will be forwarded to the Office of Research and Sponsored Programs. In consultation with the Provost, the Chancellor will make the final recommendation to the UW System Vice President for Academic Affairs, who forwards recommended proposals to the Board of Regents.

**Sabbatical  
Informational  
Sessions:**

In the Spring semester preceding the fall submission, each College Sabbatical Review Committee will hold at least one sabbatical informational session for their College Faculty. This session will outline the basic procedure for developing and submitting a sabbatical proposal as well as the evaluation and scoring process. It is the responsibility of each College Sabbatical Review Committee to disseminate sabbatical information to their respective faculty in a timely manner each academic year.



Pre-Sabbaticals (optional) & Sabbatical Workshops:

Each College has the option of requiring a pre-sabbatical proposal. This will be a proposal draft whose structure and content will be determined by the College Sabbatical Review Committee. If required, the pre-proposal will be reviewed and critiqued by the College Sabbatical Review Committee to assess the quality of the proposal in terms of the rubric criteria: how clearly the project is explained, and how detailed and how well thought out the plan is. A pre-sabbatical is not a final sabbatical submission; **it is still the responsibility of the author to submit the final sabbatical proposal to the Office of Research and Sponsored Programs by the set deadline.** A positive review of a pre-sabbatical proposal is no guarantee for approval of the final sabbatical submission. Please contact your respective College office to determine if pre-sabbaticals are required for your College.

A College Sabbatical Review Committee will provide its faculty members an informational Spring semester sabbatical session to help in the development of the sabbatical, especially for faculty who are unfamiliar with the writing of grants and sabbaticals.

Applicants are encouraged to consult with members of their College Sabbatical Review Committee at any time during the application process. Examples of successful proposals are available for examination through the Office of Research and Sponsored Programs. In addition, it is often useful to consult with colleagues outside this University during the development of a proposal for helpful editorial and topical suggestions.

Proposal  
Structure:

All sabbatical proposal submissions must have the following components:

- Sabbatical Cover Sheet
- Sabbatical Leave Form
- Abstract Form for UW System
- Proposal Narrative (maximum 5 pages)
- Vita Summary
- Minimum Two Letters of Support Required
  - \*\*One Letter of Support from Department Chair or Supervisor
  - \*\*At Least One Letter of Support (Two Maximum) from Colleagues (on or off Campus) and, if applicable, Letters of Support from Collaborators or Cooperators(Submit a Maximum of Three Letters of Support)

Letters from supporting entities, such as libraries, organizations, and or individuals the applicant will be working with during the sabbatical period, should detail the relationship between the applicant and supporting entity. They should also indicate that the applicant has contacted them and that they are willing to provide support, collaboration, or cooperation with the sabbatical project.

The **Sabbatical Leave Form must be signed by your Department Chair, or equivalent, and Dean.** The signatures indicate that your College has resources to cover your sabbatical leave and that your project may be considered by the College Sabbatical Review Committee. Sabbaticals may be immediately rejected without these signatures. **Complete proposals are required by all applicants.**

**Sabbatical Submission Deadline:** You must submit a digital copy of your completed sabbatical proposal by e-mail ([orsp@uwsp.edu](mailto:orsp@uwsp.edu)), as attachments, to the Office of Research and Sponsored Programs (ORSP) by September 15, by 5pm. After the Office affirms all the necessary forms, signatures, and required components of a proposal are complete, it will be forwarded to the College Sabbatical Review Committee of the respective faculty member who submitted the proposal.

**Proposal Format:** Proposals must have:

- (1) A page size of 8-1/2 X 11; Margins 1 inch on each side; font size 12 point, Calibri; single-spaced.
- (2) The Abstract Form for UW System in the third person as it may be used in System publicity.
- (3) All components specified in the Proposal Structure section.
- (4) Usage and completion of the attached forms: Sabbatical Cover Sheet, Sabbatical Leave Form, Abstract Form, Vita Summary Form.
- (5) A complete digital application with all supporting documentation (email attachments) emailed to the Office of Research and Sponsored Programs by the specified deadline. **Individual files should be clearly labeled with the applicant's last name and content, e.g., JonesSabbaticalApplication, JonesSabbaticalNarrative, JonesSupportLetter**

**Supporting Grants:** All grants or requested financial support necessary to complete the proposed sabbatical must be mentioned in the sabbatical narrative. It is not required that this extramural support is acquired by the sabbatical application deadline. Please contact the Office of Research and Sponsored Programs for information on UPDC grants to cover a portion of travel, services, and supplies (but not faculty salary) related to sabbatical projects.

**Final Report:** At the end of a sabbatical leave, a person who received a sabbatical must forward a final report of their work to the Office of Research and Sponsored Programs.

*The UWSP sabbatical review process and guidelines will be evaluated every two years by the UWSP Sabbatical Review Subcommittee (SRS) to modify the review process, if needed, so that a fair and objective process is used for sabbatical selection.*

## COMPONENTS of the SABBATICAL APPLICATION

The sabbatical application should include the following sections. This outline page is provided to insure completeness of the grant application. Do not include this sheet with the application at the time of submission.

### *Core Documents:*

1. Sabbatical Cover sheet completed.
2. Sabbatical Leave Form completed and signed.
3. Abstract Form for UW System (1 page) written in third person.
4. Proposal Narrative completed according to guidelines. Limited to 5 pages: Page size 8-1/2 X 11; Margins 1 inch on each side; font size 12 point, Calibri; single-spaced.
5. Background
6. Objectives
7. Activities
8. Results
9. Relevance to Professional Development Plan
10. Evaluation
11. Vita summary completed (do not submit a complete vita/resume).
12. Letters of Support—Minimum of Two, Maximum of Three. (See Proposal Structure Section, p. 10).
13. Supporting Documents—other than letters of support—are limited to 5 pages.

### Revised Text

#### *Environmental, Health, and Safety Hazards:*

If there are physical, chemical, or biological hazards, or any hazardous waste management or radiation issues associated with your research, please contact the UWSP Environmental Health and Safety Officer.

#### *Institutional Animal Care and Use Committee (IACUC) Approval:*

Prior to beginning any research involving animal experimentation at UWSP, or any other location, you must be IACUC approved. If there are animals associated with your sabbatical research, please contact the IACUC Chair.

#### *Institutional Biosafety Committee (IBC) Approval:*

Prior to beginning any research involving biological infectious agents, toxins of biological origin, human or nonhuman primate products, and recombinant or synthetic nucleic acid molecules experimentation at UWSP, or any other location, you must be IBC approved. If any of these agents are associated with your sabbatical research, please contact the IBC Chair.

*Institutional Review Board for the Protection of Human Subjects (IRB) Approval:*

Prior to beginning any research involving human subjects at UWSP, or any other location, you must be IRB approved. It is recommended that sabbatical writers obtain IRB approval before submitting sabbaticals to the Office of Research and Sponsored Programs. You may obtain IRB approval after the sabbatical is submitted, but no sabbatical can move forward for final approval until IRB approval is obtained. Refer to the IRB website for relevant information.

*Wisconsin Environmental Policy Act (WEPA) Certification:*

WEPA is a state law (see current s.1.11 Wisconsin Statutes and Chapter 274, Laws of 1971) that spells out the state environmental policy and requires state agencies to consider the environmental effects of their proposed actions. Research and development activities of state agencies are considered actions. DNR procedures for implementing WEPA are outlined in Chapter NR 150, Wisconsin Administrative Code. Please consult this law and determine if WEPA certification is required for your sabbatical proposal.