Sabbaticals

When? Why? How?
When?

- After 6 years of full-time instructional service or its equivalent, or after tenure is achieved
- Plan ahead, discuss timing and course arrangements with home department
  - Courses rearranged
  - Chair asked to describe altered schedule and its cost, if any
When?

- Write proposal 2 summers before planned sabbatical (September 18, 2017 to Chair for AY 2018-19)
- Check basic plan with ORSP early
- Have a colleague review
- If preliminary review/comment desired, submit to ORSP >3 weeks early (before Aug. 28, earlier is better)
Why?

The purpose of the University of Wisconsin System Faculty Sabbatical Program is to enable recipients to be engaged in intensive study while on leave of absence in order to become more effective teachers and scholars and to enhance their services to the University.

- Enliven scholarship and teaching
- Learn something new
- Work with new people, new environment
- Avoid burn-out
Application

- Enter in BP Logix form:
  - Title, year vs. semester
  - Abstract (150 wds); public face of sabbatical
  - Start date, leaves of absence, grant applications
  - List of goals/aims; list of expected outcomes

- Attach
  - Narrative – 6-10 pages double-spaced
  - Contributions to teaching, service, scholarship and qualifications for project – up to 3 pages
  - CV to substantiate the above
  - Letters of endorsement
Attachment 1

- Project Description – 6-10 pp, double-space
  - Goals/aims, significance to the discipline
  - Project approach and plan
  - Planned outcomes
  - Timeline and why a time reassignment needed
  - Expected benefits for the applicant, the university and for students
Past Contributions and Qualifications – 3pp

- Significant contributions in teaching
- Significant contributions to service
- Significant contributions in relevant scholarly/creative work
- Describe how the proposed project builds on past accomplishments and supports your longer-range professional goals
Attachment 3

- CV

Optional Attachments

- Letters of support, e.g.,
  - Scholar, in support of significance of project
  - Logistics in place

- DO NOT request letter from chair
Process

- Comment box, initial any comments
- Fill in names of chair and dean
- Send to chair, who
  - Comments
  - Lays out teaching coverage plan/cost
- Dean reviews, certifies replacement costs
- Replacement costs not provided to review committee
Review Process

- URCA Council members read independently and rank proposals
  - Review criteria posted
  - May downgrade for length, unexplained jargon
- Rankings discussed in review meeting, recommendations made to Provost
- Deans and Provost meet to consider merit rankings, chair and dean evaluations, and financial logistics
- Provost forwards recommendation to UW-System Administration
- Announced December B.O.R. meeting
Reviewers

- URCA Council
  - Tenured faculty
  - Chaired by Asst. Vice Chancellor for Research and Sponsored Programs

- They have to read a lot – do not make them cranky with a proposal that is
  - Too long
  - Full of unexplained jargon
Screening Criteria

- Rate on merit of proposal and past contributions
  - Goals/aims
  - Significance
  - Plan, logistics
  - Outcomes
  - Timeline
  - Appropriate scope; why time needed
  - Benefits to institution, students, applicant
  - Build on past scholarship and support applicant goals
  - Past teaching, service (citizenship)
Typical Kinds of Projects

- Must have a focus on scholarship

- Typical scenarios
  - Early Career (recent tenure) expected to build on pre-tenure accomplishments
  - Later Career (>5 years after tenure)
    - Continued scholarship
    - Restarting scholarship
Some Key Rules

- A privilege, not a right
- Sabbatical salary + grants/awards ≤ salary
- Exception: extra cost reimbursement (travel, additional living expenses, etc.)
- No paid employment, including Winterim “unless stipulated as condition of leave”
- Come back or pay back
- Final report
Reporting

- Report on sabbatical due March 1 or October 15
- Report form with goals/aims and expected outcomes at top, report 2-4 pages, describe accomplishments and reasons for deviation
- To chair, copied to dean, provost, ORSP
Semester vs. Year

- Year sabbaticals make semester sabbaticals possible (35% salary savings)
  - Cost of sabbatical is balance of salary savings and replacement costs
  - Cost of all sabbaticals = 0
- Scope of project should match time requested; otherwise length not part of evaluation criteria
- BUT if year is approved, can’t be changed back to a semester
Funding

- Extramural grants – consult ORSP early
  - American Association of University Women
    - American Fellowships -- $30K
  - American Council of Learned Societies
    - Fellowships -- $35K (asst), $45K (assoc), $70K (full)
    - Collaborative Research -- $200K
  - Fulbright U.S. Scholar Program
    - Support varies by country
  - National Endowment for the Humanities
    - Fellowships -- $4200/month
    - Collaborative Research -- $300K
Funding

- **Internal sources**
  - **URCA**
    - Every other year
    - $3000 travel, services, supplies
  - Other options in some circumstances
    - Small Research Grant (any time)
    - Workshops and Special Projects Travel (first of month, 6 wks lead time)

- **Salary income can’t exceed regular salary**