

# 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; check exact due date on ORSP web page. For leave in AY 2021-22, proposals due **September 10, 2020** to Chair via BP Logix. Dean approves & send to ORSP a week later.
- ▶ Check basic plan with ORSP early
- ▶ Have a colleague review
- ▶ If preliminary review/comment desired, submit to ORSP >3 weeks early ideally (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 (100 wds); public face of sabbatical
  - ▶ Start date, leaves of absence, grant applications
  - ▶ List of goals/aims; list of expected outcomes
- ▶ Attach
  - ▶ Narrative – 6-10 pp., numbered, 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, number pages
  - ▶ 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 academic discipline, the university and for students

# Attachment 2

- ▶ 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, confusing/unclear writing
- ▶ Rankings discussed in review meeting, recommendations made to Provost
- ▶ Deans and Provost meet to consider merit rankings, chair and dean evaluations, and financial logistics
- ▶ **Program needs to be cost-neutral**
- ▶ Provost forwards recommendation to UW-System Administration
- ▶ Announced December B.O.R. meeting

# Reviewers

- ▶ URCA Council
  - ▶ Tenured faculty
  - ▶ Chaired by Executive Director for Research and Sponsored Programs
- ▶ They have to read a lot – do not make them cranky with a proposal that is:
  - ▶ Too long
  - ▶ Confusing to read
  - ▶ Full of unexplained jargon

# Screening Criteria

- ▶ Rate on merit of proposal and past contributions (10 points/category)
  - ▶ Goals/aims; Significance
  - ▶ Plan, outcomes, logistics
  - ▶ Timeline, scope appropriate?
  - ▶ Benefits to institution, students, applicant
  - ▶ Past teaching, service (citizenship)
  - ▶ Build on past scholarship and support longer-range applicant goals
- ▶ 50-60: Outstanding proposal; 40-49: Strong proposal; 25-39: Fair proposal

# Typical Kinds of Projects

- ▶ Must have a focus on scholarship
- ▶ Typical scenarios
  - ▶ Early Career (recent tenure) expected to build on/expand pre-tenure accomplishments
  - ▶ Later Career (>5 years after tenure)
    - ▶ Continued scholarship
    - ▶ Restarting scholarship
    - ▶ Changing directions

# Some Key Rules

- ▶ A privilege, not a right
- ▶ Sabbatical salary + grants/awards  $\leq$  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 (fall leave) or October 15 (spring or AY leave)
- ▶ 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 -- \$40K (asst), \$50K (assoc), \$70K (full)
    - ▶ Collaborative Research -- \$200K (not 2019-20)
  - ▶ Fulbright U.S. Scholar Program
    - ▶ Support varies by country
  - ▶ National Endowment for the Humanities
    - ▶ Fellowships -- \$5000/month
    - ▶ Collaborative Research -- \$50K (convening), \$250K (publishing)

# 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

# Recent History

Academic Year	% Approved
15-16	36.8
16-17	100
17-18	56.3
18-19	80.0
19-20	93.3
20-21	66.7