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 need to be rearranged.
  - Chairs are 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 2023-24, proposals due **September 8, 2022** 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 UW System Faculty Sabbatical Program: 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 (3rd person narrative)
  - Start date, leaves of absence (including past sabbatical leave), grant applications
  - List of goals/aims; list of expected outcomes

- Attach
  - Narrative – 6-10 pp., numbered, double-spaced
  - Contributions to teaching, service, scholarship, EDI 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
  - **Conceptual**: Project goals/aims
  - **Outcomes & Scope**: Project plan & outcomes, significance, need for reassignment
  - **Plan, Logistics & Timeframe**: Timeline, logistical considerations
  - **Deliverable & Benefits**: Contributions to the academic discipline, the university and students
Attachment 2

- Past Contributions and Qualifications – 3pp
  - **Record**: Significant contributions in teaching, service, EDI & scholarship
  - **Career Arc**: How the proposed project builds on past accomplishments (if applicable) and supports 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
- Provost decides & forwards recommendation to UW-System Administration
- Announced December B.O.R. meeting
Reviewers

- URCA Council
  - Tenured faculty; at least one per College
  - Chaired by Executive Director for Research and Sponsored Programs

- Reviewers have a heavy burden – lots to read within a tight timeline. Work with them by submitting proposals that are:
  - Succinct & clearly written
  - Easy to understand even if not an expert in the field; no unexplained jargon
Screening Criteria

- Rate on merit of proposal and past contributions (10 points/category)
  - Concept
  - Outcomes & Scope
  - Plan, Logistics, Timeframe
  - Deliverables & Benefits
  - Record
  - Career Arc

- 50-60: Outstanding proposal (> 8 pts/category)
- 40-49: Strong proposal
- 25-39: Fair proposal
Typical Kinds of Projects

- Must have a focus on scholarship

Typical Scenarios

- Early Career (recently tenured)
  - 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 ≤ 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
- **Program must be cost-neutral**
Reporting

- **Report on sabbatical:**
  - March 1 (fall leave)
  - October 15 (spring or AY leave)

- **Report form provided by ORSP**
  - 2-4 pages
  - Goals/aims and expected outcomes
  - Accomplishments and reasons for deviation (if any)

- **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
    - 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)

- Sabbatical income can’t exceed regular salary
## Recent History

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