University of Wisconsin Whitewater

Office of Research and Sponsored Programs

REQUEST FOR APPLICATIONS
FACULTY SABBATICAL PROGRAM

I. PROGRAM OVERVIEW

The Faculty Sabbatical Program is a professional leave program authorized under Wisconsin Statute 36.11(17) and the UW System Administrative Policy 160.

The purpose of the Faculty Sabbatical Program is to enable recipients to engage in intensive study in order to become more effective teachers and scholars and to enhance their service to the University. This privilege is granted to faculty members on the merit of their past academic contributions.

II. KEY DATES

- Faculty Sabbatical RFP released/posted to ORSP website — July 19, 2021
- Due to Department Chair for approval and support statements — October 1, 2021
- Due to Deans for approval and support statements — October 8, 2021
- Complete applications due to the Office of Research & Sponsored Programs — October 15, 2021

III. ELIGIBILITY

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

1. A faculty member must have completed six or more years of full-time instructional service in the University of Wisconsin System and not have taken a sabbatical with the University of Wisconsin System during the previous six years of full-time service or its equivalent.
2. Leaves of absence, regardless of source of funding (including personal resources), will be excluded when determining a faculty member's years of full-time service, unless you were off of the university payroll during the leave of absence.
3. 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.
4. A faculty member who accepts a sabbatical award must agree to return to the University of Wisconsin-Whitewater for at least one academic year of service after the completion of the sabbatical.

5. All progress and final reports for internal awards received must be submitted and on file in the Office of Research and Sponsored Programs at time of application.

IV. TYPES

There are two types of sabbatical leave that are available to faculty members:

1. A faculty member may take a sabbatical leave for an academic year and receive from the University of Wisconsin-Whitewater financial support at any level up to 65 percent of his/her full compensation for that period.
2. A faculty member may take a sabbatical leave for one semester of the academic year and receive from the institution financial support at any level up to a maximum of his/her full compensation for that period.

Sabbaticals may be funded through a variety of mechanisms. Traditional sabbaticals are supported by the Department and/or College via colleague coverage, use of salary savings to fund replacement instructors, or a combination of colleague coverage and replacements. Extramural funds (grants, gifts, or contracts) also may be secured to provide supplemental support for salaries and auxiliary costs.

V. CONDITIONS

The following conditions govern the faculty sabbatical program:

1. In the administration of sabbaticals, salary funds generated by academic-year sabbatical leaves, leaves without pay, personnel turnover, or personnel reassignment from General Purpose Revenue support may be used to employ, where necessary, temporary replacement instructional staff to maintain the level and quality of instructional services to students.
2. 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.
3. A faculty member 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 UW-Whitewater for that period.
4. 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.
5. A faculty member may seek additional support specifically for travel or unusual living expenses incidental to the sabbatical program without

restriction by the full-compensation maximum (see condition #3 above).

6. A faculty member may not use the sabbatical leave to accept other paid employment during the period of the leave, unless it is stipulated as a condition of the leave. If stipulated, condition #3 is operative.
7. A faculty member must list all active grants/fellowship awards, proposals to be submitted, and awards that may be received during the sabbatical period (specifically including any supplemental funding to be used during the sabbatical period, see Application Format 4B).
8. 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.
9. A faculty member must submit a written report outlining his/her accomplishments during the leave. These reports are to be filed within three months of return with the Office of Research & Sponsored Programs.
10. All sabbatical and fellowship award recipients must sign and file with the Office of Research and Sponsored Programs a formal Sabbatical Leave Agreement Form documenting knowledge of and commitment to the terms and conditions of the sabbatical award.

VI. COLLEGE PRIORITY AREAS

Each year the Deans may designate College Priority Areas for the sabbatical program related to important UW System, campus, and College initiatives for improving institutional effectiveness. Applications reflecting the College Priority Areas will be given favorable consideration, although submissions need not be limited to these priorities.

All applications will be considered on their merits, specifically the degree to which the project involves a faculty member's engagement in intensive study in order to become a more effective teacher/scholar and to enhance his/her service to the University. However, preference may be given to those applicants that specifically address one or more College Priority Areas.

College Priority Areas:

College of Arts and Communication Priority Areas

College of Business and Economics Priority Areas

College of Education and Professional Priority Areas

College of Letters and Sciences Priority Areas

College of Integrated Studies Priority Areas

VII. UNIVERSITY STRATEGIC PLAN, VALUES, MISSION, AND PRIORITIES

The University has developed a 2017–2022 Strategic Plan, as an outgrowth of our Values and Mission.

Applications addressing the University's Strategic Plan, Priorities, Values, and/or Mission will be given favorable consideration although submissions need not be limited to these stated priorities.

Applications addressing other key institutional priorities, e.g., LEAP (Liberal Education & America's Promise) and Inclusive Excellence also will be given favorable consideration.

VIII. SYSTEM SHARED LEARNING GOALS FOR BACCALAUREATE STUDENTS

Guidance provided by the University of Wisconsin System with sabbatical policy refers to the shared learning goals for baccalaureate students. The five goals listed below were derived from faculty across all campuses and represent goals of various institutions.

1. **Knowledge of Human Cultures and the Natural World** including breadth of knowledge and the ability to think beyond one's discipline, major, or area of concentration. This knowledge can be gained through the study of the arts, humanities, languages, sciences, and social sciences.
2. **Critical and Creative Thinking Skills** including inquiry, problem solving, and higher order qualitative and quantitative reasoning.
3. **Effective Communication Skills** including listening, speaking, reading, writing, and information literacy.
4. **Intercultural knowledge and competence** including the ability to interact and work with people from diverse backgrounds and cultures; to lead or contribute support to those who lead; and to empathize with and understand those who are different than they are.
5. **Individual, Social and Environmental Responsibility** including civic knowledge and engagement (both local and global), ethical reasoning, and action.

IX. SELECTION CRITERIA

Applications will be considered only if:

1. Applicants meet all eligibility requirements and conditions
2. Applicants have support of both their Department Chair and College Dean as noted in the comments section of the electronic routing within Cayuse 424

3. Applications are complete and received on time. Late or incomplete applications will not be considered for an award.

The Academic Development Committee (ADC) will review the applications. Applications will be scored on:

1. The overall quality of the application and the proposed activity (5 points);
2. The potential of the proposed activity to enhance the applicant's effectiveness as a teacher/scholar (5 points);
3. How well the proposed activity fits the applicant's long-term professional plans (5 points);
4. The relationship of the proposed activity to the goals and/or priorities of the Department, College, and University (5 points);
5. The clarity of the evaluation plan (5 points);
6. The ability of the applicant to carry out the proposed activity (5 points).

Preference will be given to applicants who:

1. Have not previously been granted a sabbatical;
2. Have not taken a leave of absence in the previous four years (regardless of funding source);
3. Possess a terminal degree;
4. Have been granted tenure;
5. Have the greatest total number of years of service or the most years of service since a leave of absence (regardless of funding source);
6. Propose projects that address one or more of the College Priority Areas (if applicable);
7. Target the University's Strategic Plan, Values, Mission, and/or key institutional priorities as part of the proposed sabbatical activities; and/or
8. Address the Shared Learning Goals for Baccalaureate Students.

X. APPLICATION PROCEDURE

The table below provides key steps and deadlines for the Faculty Sabbatical Program. **These steps and deadlines are firm.**

PROCEDURES	DEADLINES
● Faculty Sabbatical RFP released / posted to ORSP website	July 19, 2021
● Applicants prepare applications	July 19 – October 1, 2021

• Applicants meet with ORSP for assistance uploading to Cayuse	
• Applicants upload complete proposal and any appendices into Cayuse and route to Department Chair for approval and support statements	October 1, 2021
• Complete applications are routed to Deans for approval and support statements	October 8, 2021
• Deans route to ORSP with support statements	October 15, 2021
• ADC completes review of applications / recommendations	October 15 – October 29, 2021
• ADC recommendations sent to Provost	November 1, 2020
• Recommendations submitted to the UW System Vice President for Academic and Student Affairs	November 15, 2021

The Academic Development Committee will evaluate applications for sabbatical leave using the selection criteria described in Section IX of this request for applications and makes recommendations to the Office of the Provost. Applications are highly recommended, recommended, or not recommended by the Committee.

The Chancellor and Provost, in consultation with the Deans, will review applications and the Committee's recommendations, select sabbatical candidates to be forwarded to the Board of Regents.

XI. APPLICATION FORMAT

A Sabbatical Application Checklist is provided at the ORSP Faculty Sabbatical Program website. This checklist is provided to insure completeness of the application. All sections of the application must be included at the time of submission to ORSP.

NOTE: Fillable versions of all forms referenced herein are available on the ORSP Faculty Sabbatical Program website.

Applications must have 1 inch margins at the top, bottom, and on each side. The font size must be no smaller than 11-point. Readability is of paramount importance and should guide the selection of an appropriate font type for use in the application. Text may be single or double-spaced.

1. **SABBATICAL COVER PAGE:** Applicants must complete the University of Wisconsin-Whitewater Sabbatical Cover Page.
2. **APPLICATION NARRATIVE:** *This section must not exceed seven (7) single-spaced pages in total.*

A. Abstract (max. 100 words) that will be sent to the UW System Vice President for Academic and Student Affairs

B. Objectives and Project Plan

- Describe the sabbatical/fellowship project objectives.
- Detail the procedures to be used to accomplish each objective.
- Provide a schedule of how the sabbatical leave time will be used.
- Supply the following information as it applies to the project:
  1. A reading list (a representative sample is adequate given space limitations).
  2. Names, dates, and purposes of any conferences or consultations.
  3. Titles, numbers, and institutions for any courses taken.

- A faculty member must list all active grants/fellowship awards, applications to be submitted, and awards that may be received during the sabbatical period (specifically include any supplemental funding to be used during the sabbatical period).

C. Rationale for the Project

- Describe how the project will make you a more effective teacher/scholar.
- Discuss how the project fits into your long-term professional plans.
- Connect the project to UW System / UW-Whitewater priorities:
  1. Explain how the project is related to the goals and/or priorities of the Department.
  2. Explain how the project addresses the College Priority Areas (if applicable).
  3. Explain how the project relates to the University's Strategic Plan and/or key institutional priorities (e.g., LEAP and Inclusive Excellence).
  4. Explain how the proposed project addresses the Board of Regents recommended areas of emphasis.

D. Project Evaluation

- Describe how the project will be evaluated and the method(s) by which its merit will be determined. When appropriate, try to involve students, colleagues, outside evaluators, and written observations and conclusions.

- List any publications, exhibits, or tangible outcomes that may result from the project.
- Individuals are expected to present their scholarly findings at a University function (e.g., Department colloquium, College colloquium, University lecture, LEARN Center Workshop, etc.) after completion of the sabbatical and submission of the final report.

3. APPLICANT DATA: *This section must conform to the same format limitations specified above and may not exceed two (2) pages total.*

A. Education

B. Professional expertise and faculty status

C. Leaves of absence in the previous six years (and outcomes)

D. Teaching at University of Wisconsin-Whitewater

- Summarize student evaluations over the past two years and indicate how they compare to your Department's average.
- Summarize any peer evaluations you've had over the past two years.
- Provide any other information indicating the quality and effectiveness of your teaching.

E. Scholarly activity

- List relevant professional publications, exhibits, performances, and presentations at meetings.
- List relevant extramural and intramural grant applications and awards.
- List relevant scholarly activities, including information indicating the quality of your scholarly contributions (e.g., awards, fellowships, etc.).

4. SUPPLEMENTAL MATERIALS: There is no page limitation for this section.

A. Compliance Documentation. Investigators approved for sabbatical leave must comply with various State and Federal regulations.

- Investigators must submit an Institutional Review Board for the Protection of Human Subjects (IRB) protocol if the project involves human subjects, including notification of the status of the protocol review (pending, under revision, etc.), at the time of submission. The IRB guide, which contains a description of Federal and campus policy and procedures, instructions for submission, and forms, is available on the ORSP website.
- Investigators must also submit an Institutional Animal Care and Use Committee (IACUC) protocol if the project involves animals, including notification of the status of protocol review (pending, under revision, etc.), at the time of submission. Information about Federal and campus policy and procedures, instructions for submission, and forms may be accessed on the ORSP website.

- Applicants proposing research that involves physical, chemical, and/or biological hazards; any other hazardous materials; or radioisotopes must submit a risk management plan approved by Lance Fredrick (fredricl@uww.edu), Director of Environmental Health, Risk Management, Safety, and Loss Control as part of the application.

B. **Current and Pending Support Form.** List all active grants/fellowship awards, proposals to be submitted, and awards that may be received during the sabbatical period.

C. **Letters of Commitment:** Only letters that confirm the existence of a proposed relationship, travel/residence, or outside institutional commitment germane to the sabbatical application, if any, may be included in the application. Letters of support from colleagues, Department Chairs, Deans, or others may NOT be included in the application and will not be considered by the Committee in its review and evaluation.

XII. SABBATICAL MODIFICATIONS

A. **Length of sabbatical modification**: If there is a need to modify the length or timing of a granted sabbatical, approval must be obtained from the departmental chair and college dean and subsequently be filed with the Office of Research and Sponsored Programs as the official office of record.

B. **Scope of work modification**: If there is a need to modify the original scope of work after approval, an updated application with the new scope of work must be routed through Cayuse 424 for standard approvals followed by a review by the Academic Development Committee for a final recommendation.