



**INSTRUCTIONS FOR COMPLETING THE REQUEST FOR SABBATICAL
OR PROFESSIONAL DEVELOPMENT LEAVE**

Applicant will upload the following documents:

1. Completed request for sabbatical or professional leave cover sheet.
2. A one- to two-page letter by applicant detailing the purpose of the sabbatical or professional development leave. Clearly indicate the main focus of the proposed activity, its anticipated consequences and scholarly or curricular products, and a defined timetable for achieving the goals and outcomes. Describe specific benefits to the individual, the department, the college, students, and the University. The audience for this letter will be faculty members and administrators outside of the applicant's field, who will read the letter critically but typically with no discipline-specific knowledge.
 - a. Before beginning your application, please note an analytical rubric is provided on the AA website. Applicants are encouraged to review the rubric prior to finalizing their proposal.
3. **A carefully constructed two- or three-sentence paragraph summarizing the proposed activities. The audience for this paragraph is the Provost. Poorly written, nonexistent, or nebulous paragraphs may jeopardize the proposal. Please include: (1) purpose of the sabbatical, (2) proposed activities, and (3) intended measurable outcomes.**
4. A current copy of the applicant's curriculum vitae. A CV will be generated within WyoFolio by the individual who sets up your case. However, if your record of activities in WyoVita is not comprehensive and complete, and it does not show your entire scholarly record, please upload a separate comprehensive and updated CV.
5. Any supporting documents including confirmation from the institutions/agencies where the applicant is planning to spend the sabbatical or professional development leave.
6. A list of the publications, creative accomplishments, or academic activities that were a direct consequence of any previous sabbatical or professional development leaves at UW.

Academic Unit Head and Dean will upload the following documents:

1. Letters of support from both the applicant's unit head and dean. Together, these letters should detail how the proposed leave would benefit the applicant, the department, the college, and the University of Wyoming. Supporting letters from the heads and chairs should also specify how the duties of the faculty member will be covered if the sabbatical or professional development leave is granted. Please also attach a proposed budget for meeting the cost, if any, of replacement instruction. If the applicant holds a joint appointment a letter of support must also be provided by the dean or director of the second unit.
2. All cases will be forwarded to Academic Affairs (facultyaffairs@uwyo.edu) including Deans or the appropriate administrator provided ranking recommendations from the college by **Friday, September**

29, 2023. These administrators should provide a justification for each proposal that is submitted to Academic Affairs. Deans can set their own internal deadlines to ensure Sabbatical Proposal is received with enough time for them to review to provide rankings and forward cases onto Academic Affairs by the specified date.

Important information regarding sabbatical or professional development leave proposals

1. The purpose of sabbatical or professional development leave is to increase the recipient's professional competence and usefulness to the University. The purposes, logistics, and contributions of the sabbatical or professional development leave must be well conceived, clearly stated, and aligned with the mission of the University.
2. No right to sabbatical or professional leave accrues automatically through lapse of time. Employees earn sabbatical or professional development leaves in part by developing sound plans for the use of the time and in part by demonstrating professional competence and usefulness to the University throughout their career at the University.
3. Only tenured members of the faculty are eligible for sabbatical leave. Proposals will be accepted from faculty members who have been granted tenure prior to the application due date. This means that the earliest a sabbatical proposal may be submitted is in the fall semester after the Board of Trustees has granted tenure.
4. A minimum of six years of academic service at the University must precede each period of sabbatical leave or professional development leave. There are no exceptions. Candidates holding tenure may submit applications in their sixth year of academic service at UW, anticipating that they will have served a full six years by the time the sabbatical leave starts. Faculty in tenure track positions may not submit a proposal before receiving tenure.
5. Academic personnel on extended-term or fixed-term rolling contract appointments who have completed a minimum of six (6) years of academic service at the University shall be eligible for professional development leave, although no right accrues automatically through lapse of time. Individuals transitioned from extended term positions shall be able to count years of eligibility towards the six-year time frame.
6. Proposals will be accepted from academic personnel who have been granted a fixed-term rolling contract prior to the application due date. This means that the earliest a professional development leave proposal may be submitted is in the fall semester after the fixed-term rolling contract has been granted and there has been a minimum of six (6) years of academic service. Academic personnel in fixed-term rolling contract appointments must have at least one year left in the term following the proposed leave. The fixed-term rolling contract appointment may automatically roll forward during the professional development leave. Academic Personnel are not eligible for professional development leave unless their fixed-term rolling contract appointment has been rolled forward.
7. The University does not grant sabbatical leaves for the purpose of pursuing degrees. Pursuit of an advanced degree may be an appropriate purpose for professional development leave for an academic professional, but the other criteria also apply.
8. Applicants must demonstrate that previous sabbatical or professional development leaves, if any, increased the recipient's professional competence and usefulness to the University and resulted in tangible outcomes.
9. Circumstances may warrant changes in the timing or location of a sabbatical or professional development leave. Academic Affairs will normally approve such changes, provided they are reasonably consistent with the original proposal and the affected department head and college dean agree.

10. Individuals initiate their request for sabbatical or professional development leave during the Fall semester preceding the academic year for which the leave is requested. Academic Affairs will not approve late requests. Sabbatical leaves will normally be for either a full or half contract year. (A contract year is defined as either two consecutive semesters or 12 consecutive months, depending on the individual's appointment.) Compensation during a leave for a full contract year is at a rate equal to 60 percent of the faculty member's salary. Compensation during a leave for a half contract year is at the full salary rate.
11. Academic-year employees contemplating year-long sabbatical leaves straddling two academic years (such as a spring-fall leave) should *contact UW's payroll department to discuss the impact it will have on their monthly paycheck.*
12. The time frame for leaves must minimize disruption to a faculty member's instructional responsibility. For example, the University will not approve requests for the last half of Fall semester plus the first half of Spring semester.
13. Upon return from leave, each faculty or academic professional must do the following:
 - a) Present a seminar to his or her academic unit describing sabbatical or professional development leave activities.
 - b) Within four weeks of the end of the first semester back from sabbatical, submit a two- to four-page report to the college dean and the Provost and Executive Vice President for Academic Affairs outlining the leave activities, implications for professional development, and pending benefits such as publications, grants, and new courses. **Include status of intended outcomes articulated in the sabbatical proposal.** In a separate document, please include a 2-3 sentence paragraph that will be given to the Board of Trustees that includes the status of your intended outcomes. Written reports should be sent to Faculty Affairs (facultyaffairs@uwyo.edu).
14. To avoid payroll problems, **the affected faculty member must notify Academic Affairs in writing when a sabbatical or professional development leave is cancelled, or dates altered in any way.**
15. Insurance Coverage for Faculty on Foreign Sabbatical Leave

Faculty with at least 80 hours of paid time each month and who maintain a residence in the U.S. will have continued health insurance coverage under CIGNA. The Risk Management office can answer any additional questions regarding International insurance and the Foreign Travel Notification form that must be completed prior to travel. For more information, go to: <https://www.uwyo.edu/risk/claims-and-insurance/foreign-travel.html>.