

## Proposal for Campus Sabbatical Leave Policy and Procedure

Sabbatical leaves are important components of faculty development. They provide opportunities for enhancing the quality of teaching, research, and service within the university by allowing faculty members to expand or enhance their skills, abilities, and experiences. Faculty members use the leaves for diverse purposes, such as to develop new research skills and initiatives, to conduct off-site research, to prepare new courses or course material, and to develop new teaching techniques. Sabbaticals also enhance faculty morale and promote retention of experienced faculty.

As important components of faculty development, sabbaticals serve to promote the mission of the university by renewing and expanding the faculty's array of skills. The sabbatical program promotes the overall scholarly reputation of the university and ultimately enhances the quality and variety of its educational offerings. As a general principle, the university seeks to support sabbaticals for all eligible faculty members who submit acceptable proposals, without taking funds from instructional budgets such as those used for ad hoc instructors or graduate teaching assistants. (Ref. L and S Faculty Document No. 541)

### 1. ELIGIBILITY

At the beginning of the academic year or at some other appropriate time, the campus administration will advise departments through the schools and colleges which faculty members are eligible for sabbatical leaves. The material will also contain information about deadlines for application, appropriate form of the proposal, any budgetary restrictions, and so on. Department chairs will notify departmental faculty of their eligibility and the deadlines.

### 2. PROPOSAL SUBMISSION

Faculty who are eligible for sabbatical leaves will formally apply for sabbatical leaves by submitting a proposal to their department chairperson. Each proposal should include sufficient details to enable its merits to be evaluated by one's peers. At a minimum, the proposal should describe the details and specific purpose of the leave, how it will benefit the professional, scholarly, creative, teaching or other academic goals of the individual or the institution, and when and where the individual will carry out the activities described in the application. A one paragraph abstract of the proposal must appear on the cover page. Each proposal must also specify the length of leave requested and be accompanied by a one page abbreviated curriculum vitae (ACV) for the applicant. Three copies of the cover page, the signature sheet, the proposal, and the faculty member's AVC are to be submitted to the department chairperson.

### 3. DEPARTMENTAL REVIEW

The department chairperson will request an appropriate departmental body (usually, the executive committee) to review sabbatical proposals, and the body will make formal recommendations regarding the proposals, which are duly recorded.

(A) If the department's recommendation is to support the proposal, the department chairperson will transmit the department's explicitly stated positive recommendation to the dean via an appropriate cover letter, summarizing the department's evaluation of the scholarly merit of the proposal, the contribution to the university, the contribution to the individual's professional development, and any impact of the individual's absence during the sabbatical on the department's teaching, research, and service missions.

(B) If the department does not recommend the sabbatical be funded, the department chairperson will transmit in the cover letter to the dean that it has received a proposal that was not recommended for funding. The cover letter will also include the rationale for the negative recommendation, since UWM policy is that eligible faculty be awarded sabbaticals in ways that are commensurate with their professional development. The proposal itself is not forwarded. If the department recommends the sabbatical not be granted, the faculty member may request that the dean discuss with the department the rationale for the negative recommendation, but the dean may not on his/her authority reverse the negative recommendation. The department may recommend a sabbatical not be granted because the proposal is not adequately developed and lacks scholarly merit, or because an individual's absence during some particular time poses an undue hardship on other faculty members or students in a program of study in the department, and the individual should consider applying for a sabbatical during a different time frame. For example, maintaining the integrity of course offerings is a particularly important factor. There may also be budgetary restrictions that apply. These and other factors may limit the number of simultaneous sabbatical leaves that can be accommodated within a single department or program. Departments should consider these and other factors when reviewing proposals for sabbatical leaves. Consultation between the department and the school/college administration may also be appropriate when a department reviews proposals by its faculty.

(C) If a department recommends more than one sabbatical be granted, the department shall rank them prior to submitting to the school or college, taking into account such factors as the scholarly merit of the proposal, the length of time since the last sabbatical, whether supplemental funding has been secured from outside granting agencies, etc. Proposals for one semester and full year leaves shall be ranked separately. Departments may also require that individuals submit a written summary of their accomplishments during their sabbatical within one year of the completion of the sabbatical (e.g., at the time of the annual summary of academic activities used in the annual merit exercise), and past summaries may be used in future decisions regarding ranking of sabbatical proposals.

#### 4. SCHOOL/COLLEGE REVIEW

Proposals that the department has recommended for support are forwarded to the Dean, who will review them on the basis of their implications for the department's programmatic mission during the term of leave, the scholarly merit of the proposal, and any budgetary restrictions on the school or college's capacity to provide an instructional replacement. The Dean will also certify the eligibility of each applicant under UW System Guidelines.

(A) If the dean is satisfied that the department can accomplish its programmatic mission, that the

proposal has sufficient scholarly merit to warrant support, and that budgetary matters will not restrict the granting of the leave, the dean will forward the proposal(s) to the Vice Chancellor with the recommendation that they be supported.

(B) If the dean contemplates a negative recommendation concerning a proposal, the dean shall ask for a recommendation on the matter from a duly constituted faculty body (e.g., School/College Academic Planning Committee). In the referral or subsequently in consultation with the committee, the dean shall specifically indicate the reason why a negative recommendation is being contemplated, such as by indicating that (a) he/she is not satisfied that the department can accomplish its programmatic mission if one or more of its faculty are on sabbatical; (b) there are budgetary restrictions that apply; (c) the proposal conspicuously lacks scholarly merit. In case (a), the department chairperson will be consulted and given an opportunity to respond to the dean's concerns. In case (b), the dean shall provide budgetary data to the committee explaining the limitations, including appropriate correspondence with campus officials documenting that further replacement funds to support additional sabbaticals cannot be secured, and then ask the committee to review the proposals, specifically recommending which proposals should receive support and which should not. In reviewing the proposals, the committee should take into account such factors as the departmental recommendations and the availability of replacement funds. In case (c), the burden of proof is on the dean to provide compelling negative evidence that will counter the positive recommendation of the department.

(C) After reviewing the dean's concerns, the proposals, and consulting with the department as necessary, the committee will then forward its recommendations regarding the proposal(s) to the dean. If the committee recommendation is to support the proposal, and the dean accepts the recommendation, the proposal will be forwarded to the Vice Chancellor for action. If the committee's recommendation is to support the proposal, and dean does not accept the committee's recommendations, the dean will then discuss the rationale for the continued objections with the committee, in a duly called meeting. After having discussed his/her continued objections to the committee's recommendations with the committee, the dean will then forward both his/her recommendations and the school/college committee's recommendations, along with accompanying documentation and two copies of each proposal, to the Vice Chancellor. If the committee's recommendation is not to support the proposal, and the dean accepts the recommendation, the proposal will be returned to the department, along with a statement indicating why the proposal was not supported.

## 5. VICE CHANCELLOR REVIEW

(A) If the Vice Chancellor receives proposals with a positive recommendation from the department and dean, the Vice Chancellor will forward them to UW-System on the basis of the replacement funding available. The proposals are ordinarily not reviewed for content, funding, or impact on a department's mission at this level, inasmuch as that review has already taken place.

(B) If the Vice Chancellor receives proposals with a positive recommendation from the department, a negative recommendation from a dean, but a positive recommendation from a school/college committee, the Vice Chancellor shall make the final decision and inform the dean and department chair of that decision. If the proposal is supported, the proposal will be forwarded to UW-System as appropriate. If the proposal is not supported, the proposal will be returned to the dean and department chair, along with a rationale for the decision.

(C) If the Vice Chancellor does not forward a proposal recommended by the Dean to UW-System, the Vice Chancellor will inform the Dean of the decision and its rationale within a reasonable period of time. The dean will in turn inform the department within a reasonable period of time.

## 6. APPEAL PROCEDURE

Faculty members may appeal decisions by departments, deans, committees, or the Vice Chancellor through the University Committee to the Faculty Appeals and Grievance Committee.

### University Committee

John Moore, chair

Paul Haubrich

Marcia Parsons

V. K. Prasad

James Sappenfield

Mark Schwartz

Ann Snyder