

## FACULTY SABBATICAL PROGRAM

- A. **Purpose:** The purpose of the Faculty Sabbatical Program is to enable recipients to be engaged in intensive study in order to become more effective teachers and scholars and to enhance their services to the University. This privilege should be granted to faculty members on the merit of their past academic contributions as well as the promise of their future professional accomplishments at UW-Superior. UW-Superior encourages faculty on sabbatical to actively pursue faculty renewal opportunities. For more information about faculty renewal options and alternatives, contact the Director of the Center for Excellence in Teaching and Learning (CETL).
- B. **Eligibility:** “Sabbatical” refers to the professional leave program authorized by s. 36.11 (17) Wisc. Stats. To be eligible for a sabbatical, the following terms must be met:
1. A faculty member must have completed 6 or more years of full-time instructional service, or its equivalent, in the UW System and not have taken a sabbatical within the UW System during the previous 6 years of full-time service, or its equivalent.
  2. Sabbatical will be included in determining a faculty member’s years of full-time service.
  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 sabbatical will not be awarded to a faculty member who does not plan to return to the institution from which the leave is granted for at least one academic year of service after the completion of the sabbatical.
- C. **Types:** Two types of sabbatical leaves are available to faculty members:
1. A faculty member may take a sabbatical leave for an academic year and receive from UW-Superior financial support at any level up to sixty-five percent of his/her full compensation for that period, in accordance with institutional policies.
  2. A faculty member may take a sabbatical leave for one semester of the academic year and receive from UW-Superior financial support at any level up to a maximum of his/her full compensation for that period.
- D. **Conditions:** The following conditions govern the faculty sabbatical program:
1. In the administration of faculty sabbaticals, salary funds generated by academic-year sabbatical leaves, leaves without pay, by personnel turnover, or by personnel reassignment from GPR 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, creditable service for retirement purposes will vary depending on the length of the sabbatical and the level of compensation. A faculty member considering a sabbatical leave request should consult with the human resources office prior to submitting a formal request.
  3. A faculty member may receive and 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-Superior for the period.
  4. Such 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 incident 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 as stipulated as a condition of the leave. If so stipulated, condition #3 is operative.
7. A faculty member must specify all grants or other awards applied for or to be received during the leave in his/her application for the sabbatical program.
8. A faculty member must agree to return to UW-Superior for at least one academic year of service immediately after the completion of the sabbatical, or repay any compensation (salary, plus the University's share of fringe benefits) received from UW-Superior during the sabbatical. Any exception would require the concurrence of the Department and the Vice Chancellor
9. **A faculty member must submit a written report outlining his/her accomplishments during the sabbatical within three months of returning to UW-Superior.** The body of the report should be at least three pages, but not to exceed ten pages double-spaced. Included in the report should be an evaluative summary of the sabbatical activities, the period of the sabbatical, a comprehensive listing of all awards or additional compensation (amounts and sources of funding) received and the impact of the sabbatical on UW-Superior, the Department and the individual. These reports are to be filed and maintained in the Vice Chancellor's Office and be available upon request.

**E. Selection:** The following guidelines govern the process for sabbatical leave at UW-Superior in accordance with Wisc. Stats. 36.11 (17):

1. A Sabbatical Selection Committee, to be appointed for staggered terms for a maximum of three years by the Faculty Senate Executive Committee, will include four tenured faculty, none of whom have applied for a sabbatical during the time they will serve on the committee, and one appointment by the Vice Chancellor. This committee shall meet and forward their recommendation(s) to the Vice Chancellor by October 15. The Vice Chancellor will forward the Committee's recommendation(s) and his/her recommendation(s) to the Chancellor by November 1.

Criteria for selection will include:

- \* Benefit to the University, Department and individual
- \* Evidence of intensive study in order to become a more effective teacher and scholar
- \* Eligibility (see Section B on eligibility in this document)
- \* Impact on institutional and professional development goals
- \* Quality of the application
- \* Merit of past academic contributions
- \* Effect on the institutional budget
- \* Evidence of no adverse impact on teaching and service quality to students

The Sabbatical Selection Committee should ensure faculty proposal selection under non-discriminatory principles, should certify that the quality of the program offerings will not be reduced below acceptable standards, or that delay or interference with necessary departments and university functions will not be occasioned by the

absence of those faculty on sabbatical leave, and should take into consideration the institution's capacity to fiscally support the sabbatical program.

2. The formal call for faculty sabbatical proposals for the academic year 18 months hence will be announced by the Provost in September of each year. The Chancellor or his/her designee, will submit in writing the UW-Superior selection(s) for the faculty sabbatical program to the Vice President for Academic Affairs by November 15 of each year. The Chancellor, or his/her designee, should include the following in the communication to System:
  - a) A brief abstract of each project and a shortened professional vita for each faculty member.
  - b) Certification that the eligibility requirements, compensation arrangements and related conditions of the appointment, the guidelines for sabbatical award selection as outlined in Sections B, C, D, and E of this document have been observed in the determination and granting of the awards. Certification must also be made as to the fiscal capability of UW-Superior to support the number of faculty sabbaticals being granted.
  - c) A description of the source of support for the sabbatical (i.e. collegial coverage, ad hoc appointment, or other).
  - d) Information on the number of women and minorities receiving sabbaticals.
3. The faculty member wishing to make application for sabbatical must submit a brief paragraph abstract of the project, brief updated professional vita, a detailed summary report of the project (3-5 pages double spaced) including goals, activities, awards or additional funding amounts and sources, time frames, leave type, impact on the University, Department and individual, past academic contributions, compensation requested (percentage of total salary), eligibility meeting the application requirements, how courses will be covered (i.e. ad hoc requirements in budget terms) and a letter of recommendation from the Department Chair. The brief paragraph abstract and condensed vita should be sent in hard copy as well as electronic format to the Office of the Provost by October 15 of the year preceding the sabbatical year.
4. Formal announcement of those faculty members receiving sabbatical awards will be made annually at the December meeting of the Board of Regents. The faculty sabbatical policy for UW-Superior will be placed on file in the UW-System of Academic Affairs.