SABBATICAL LEAVE

NOVEMBER 3, 2021
SABBATICAL OVERVIEW

• Purpose
• Duration of Sabbatical Leave
• Eligibility
• Salary Support
• Applying for Sabbatical
• Approvals and Sabbatical Entry
PURPOSE

◦ Outlined in **UW Executive Order 33** - Professional Leave Policy
◦ **UW Libraries Librarian Personnel Code**
◦ Increase faculty scholarship and professional development
◦ Enhance capacity for service to the UW
DURATION OF LEAVE

Leaves follow normal academic quarters for 9-month and 12-month service periods

UW salary support:

- **1 quarter**: 100% of the tenure-backed salary
- **2 quarters**: 75% of the tenure-backed salary
- **Full academic year**: 67% of the tenure-backed salary (i.e., 3 quarters for a 9-month service period, 4 quarters for a 12-month service period)
ELIGIBILITY

- Tenured and non-tenured faculty
- Librarians with continuing or permanent status
- Must be in their *seventh year of UW service* OR in the *seventh year after returning from a previous sabbatical*
  - The sabbatical eligibility clock begins the academic year following the academic year of the leave

**POP QUIZ**
A faculty member last took sabbatical in the 2016-17 academic year. In what year are they eligible to take their next sabbatical?

**2023-24**
ELIGIBILITY

- Clock-managed assistant professor titles are **not** eligible for sabbatical leave until they have been reviewed and approved for tenure/promotion

- Professorial teaching titles are eligible for sabbatical leave in 2022-23 using phased eligibility criteria
# Phased Eligibility for Professorial Teaching Titles

To be eligible for sabbatical, an applicant’s continuous full-time service years in any AY column above must add up to 6—inclusive of the year the sabbatical application is submitted. The sabbatical is then taken in the seventh year.

<table>
<thead>
<tr>
<th>Title/Rank in which Service Occurred</th>
<th>AY2021-22, applicants may count...</th>
<th>AY2022-23, applicants may count...</th>
<th>AY2023-24, applicants may count...</th>
<th>AY2024-25, applicants may count...</th>
<th>AY2025-26, applicants may count...</th>
<th>AY2026-27 + [STANDARD]</th>
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<tbody>
<tr>
<td>Lecturer FT</td>
<td>All years</td>
<td>4 years</td>
<td>3 years</td>
<td>2 years</td>
<td>1 year</td>
<td>X</td>
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<tr>
<td>Senior Lecturer FT</td>
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<td>Principal Lecturer</td>
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<td>Lecturer FT – Temporary</td>
<td>2 years</td>
<td>1 year</td>
<td>X</td>
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<td>Assistant Teaching Professor</td>
<td>1 year</td>
<td>2 years</td>
<td>3 years</td>
<td>4 years</td>
<td>5 years</td>
<td>All years</td>
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<td>Associate Teaching Professor</td>
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<tr>
<td>Teaching Professor</td>
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<th>If Planning for a Sabbatical During...</th>
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SALARY SUPPORT

2022-2023 statutory limit: $20,166
- Maximum monthly rate while on sabbatical

A/B arrangements
- UW payment based on tenure-backed ‘A’ component
- ‘B’ component can be paid through outside grant funds

Eligible outside grant funds may be used to increase the faculty member’s leave remuneration
- These changes must be applied manually in Workday to supplement the faculty member’s compensation while on sabbatical leave
- Process: Change Job-Data Change
Faculty member submits completed **2022-23 application form**, sabbatical plan, and updated CV (and any other unit-required materials) to the department for internal review and routing.

- **Librarian 2022-23 sabbatical application is here**
- **Chair/school director/campus dean drafts memo of support**
SUBMITTING MATERIALS TO AHR

- Academic HR sent spreadsheet templates to dean’s/chancellor’s offices on 10/29
- Units must enter the following for each sabbatical request:
  - EID
  - Employee Name
  - School/College/Campus
  - Department
  - Faculty Title
  - Sabbatical Start Date
  - Sabbatical End Date
  - Number of Quarters Requested
  - Salary Support Percent
  - Exceeds Statutory Limit
  - Multi-Year Distribution
  - Is person being reviewed for P&T?
APPLYING FOR SABBATICAL

- Application materials should be combined into single PDF in this order:
  - 2022-23 Application for Sabbatical Leave (faculty or librarian version)
  - Department chair/school director/campus dean memorandum of support
  - Detailed sabbatical plan
  - CV
  - Additional materials as appropriate
- School/college/campus sends completed applications and spreadsheets to APLeaves@uw.edu.

Submission Deadline: January 8, 2022
NOTIFICATIONS

◦ AHR will:
  ◦ Notify unit administrators of sabbatical decisions once all decisions within a school/college/campus have been finalized.
  ◦ Send S/C/C administrators quarterly lists of all academic personnel scheduled for leave that quarter, and lists of employees who should be returned from sabbatical leave.
  ◦ Unit admins will need to enter sabbatical leaves and FTE changes into Workday - there are no mass uploads for this process.
COMPLETION OF LEAVE

- After leave, a brief report should be submitted to the provost through APleaves@uw.edu
- Report should include:
  - Where leave was spent
  - Principal accomplishments, including teaching or research effectiveness applications.
RESOURCES

Sabbatical Leave Web Page
- https://ap.washington.edu/ahr/policies/paid-professional-leave/

Faculty Application for Sabbatical Leave

Librarian Application for Sabbatical Leave