SABBATICAL LEAVE
2023-24

October 27, 2022
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 are eligible for sabbatical leave, as are librarians with continuing or permanent status.
- Academic personnel must be:
  - In their seventh year of UW service OR in the seventh year after returning from a previous sabbatical.
- Sabbatical eligibility begins the year following the 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 using phased eligibility criteria
# Phased Eligibility for Professorial Teaching Titles

<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><strong>AY2023-24, applicants may count...</strong></th>
<th>AY2024-25, applicants may count...</th>
<th>AY2025-26, applicants may count...</th>
<th>AY2027-28 + [STANDARD]</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Senior Lecturer FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Lecturer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer FT – Temporary</td>
<td>2 years</td>
<td>1 year</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Associate Teaching Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
**SALARY SUPPORT**

**2023-2024 statutory limit: $20,560**
- Maximum monthly rate while on sabbatical

**A/B arrangements**
- UW payment based on tenure backed “A” job portion
- “B” portion can be paid through outside grant funds

**Eligible outside grant funds may be used to increase the faculty member’s leave remuneration to reach the full salary**
- These changes must be applied manually in Workday
- Process: Change Job-Data Change
Faculty member submits completed 2023-24 application form, sabbatical plan, and updated CV (and any other unit-required materials) to the department for internal review and routing.

Chair/school director/campus dean drafts memo of support.
APPLYING FOR SABBATICAL

Application materials should be combined into a single PDF in the following order:

- 2023-24 Application for Sabbatical Leave
- Department chair/school director/campus dean memorandum of support
- Detailed sabbatical plan
- CV
- Additional materials as appropriate

Please use this file naming convention when submitting sabbatical application PDFs:

`<<Employee ID>> <<Lastname>>, <<Firstname>>.pdf`

Example: “123456789 Picard, Jean Luc.pdf”
SUBMITTING APPLICATIONS

Dean’s/Chancellor’s offices should download this AY2023-24 spreadsheet template to catalogue all sabbatical requests in each school/college/campus.

A completed copy of the template should be submitted for each S/C/C

Submission Deadline: January 6, 2023
SUBMITTING MATERIALS

• All materials should be submitted to AHR through SharePoint

• Requests to add or remove access to SharePoint should be sent to acadpers@uw.edu from a dean’s/chancellor’s office representative
NOTIFICATIONS

- AHR will notify dean’s/chancellor’s offices of sabbatical decisions once all decisions are finalized.
- AHR sends S/C/C administrators quarterly lists of all academic personnel who are scheduled to go on leave for that quarter, as well as 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

◦ Upon completion of a leave, a brief report is to be submitted to the provost. The report should state where the leave was spent and what the principal accomplishments were, including their application to teaching or research effectiveness.

◦ Reports can be sent to APLeaves@uw.edu.
RESOURCES

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

Faculty Application for Sabbatical Leave

Librarian Application for Sabbatical Leave