

# SABBATICAL LEAVE 2023-24

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October 27, 2022



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

[acadpers@uw.edu](mailto:acadpers@uw.edu) | <http://ap.washington.edu/>

# SABBATICAL OVERVIEW

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

# PURPOSE

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- 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

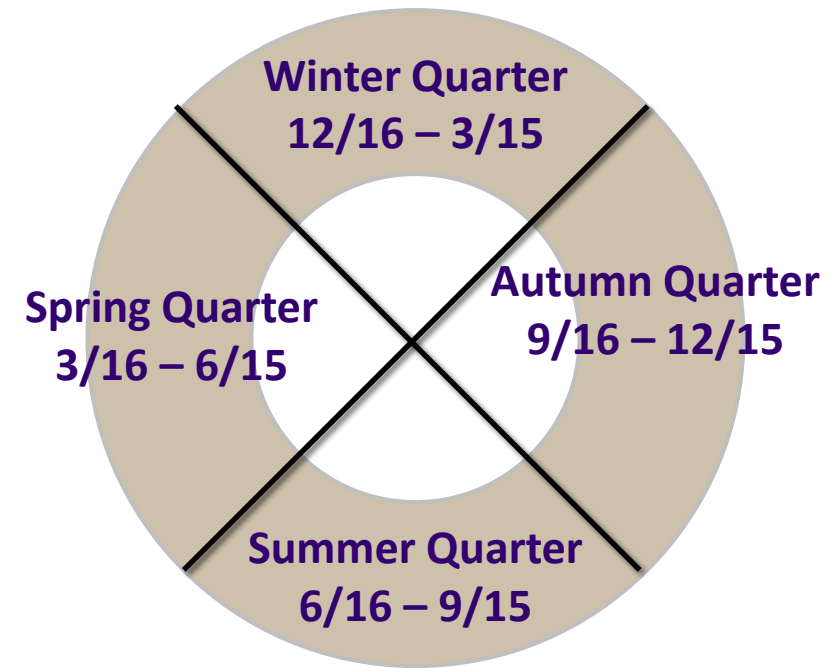
# DURATION OF LEAVE

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**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

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- 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

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- 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

| Title/Rank<br>in which<br>Service Occurred   | If Planning for a Sabbatical During...  |  |  |  |  |                           |
|--|---|--|--|--|--|---------------------------|
|  | AY2021-22,<br>applicants may<br>count...  | AY2022-23,<br>applicants may<br>count... | AY2023-24,<br>applicants may<br>count... | AY2024-25,<br>applicants may<br>count... | AY2025-26,<br>applicants may<br>count... | AY2027-28 +<br>[STANDARD] |
| Lecturer FT<br>Senior Lecturer FT<br>Principal Lecturer                            | All years   | 4 years                                  | 3 years                                  | 2 years                                  | 1 year                                   | X                         |
| Lecturer FT – Temporary  | 2 years   | 1 year                                   | X  | X  | X  | X                         |
| Assistant Teaching Professor<br>Associate Teaching Professor<br>Teaching Professor | 1 year  | 2 years                                  | 3 years                                  | 4 years                                  | 5 years                                  | All years                 |
|  | 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

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## **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



# APPLYING FOR SABBATICAL

**W UNIVERSITY of WASHINGTON**  
OFFICE OF ACADEMIC PERSONNEL

**FACULTY APPLICATION for SABBATICAL LEAVE**

**Governing Policy:** Paid Professional Leave for faculty (commonly referred to as 'sabbatical') is governed by [UW Executive Order 33](#).

**Instructions:** 1) Review the attached [Faculty Sabbatical Leave Information Sheet](#), 2) Complete, print, and sign this application form, 3) Put the signed form together with a plan outlining your anticipated sabbatical activities, goals, and outcomes, 4) Contact your unit administrator to determine whether additional unit procedures/materials are required, add to packet as appropriate, 5) Make a copy of your sabbatical documents for your record, 6) Submit original documents to department chair/designee.

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**APPLICANT DETAILS**

Name: \_\_\_\_\_ Employee ID (not SSN): \_\_\_\_\_  
Last First Middle Initial

Title: \_\_\_\_\_ Appointing Unit: \_\_\_\_\_

Appointment FTE: \_\_\_\_\_ Tenure Percent: \_\_\_\_\_ School/College/Campus: [Select from drop down menu](#)

List dates and percentage of salary of the last sabbatical leave taken, if last sabbatical was distributed over multiple quarters. List all quarters. (Examples: autumn, winter, spring of AY2016-17 at 67% salary; winter, spring of AY2010-11 at 75%; spring of AY2012-13 at 100%)

List any other leaves taken since last sabbatical leave. Include leave type(s) and start and end dates.

**SABBATICAL QUARTERS REQUESTED for 2023-24 ACADEMIC YEAR**

Quarter(s) Requested:  Summer 2023 (12-mo service period only)  Autumn 2023  Winter 2024  Spring 2024

UW Salary Support Requested:  100% (over one quarter)  75% (over two quarters)  67% (over three/four quarters)

Briefly state the purpose of the sabbatical and general location(s) where work will occur, and append a detailed sabbatical plan.

Faculty member must accept other remuneration/employment during sabbatical except as allowed for by [UW Executive Order 33](#). Travel or housing-related stipends or reimbursement are not considered salary support; they are allowable provided they don't obligate the UW faculty member to teach, conduct research, or participate in other required activities. With this understanding, please indicate below any anticipated additional salary support from internal or external sources (e.g., grants, fellowships). If no other salary support is anticipated, please enter "None."

**RETURN COMMITMENT AGREEMENT**

By signing below, I hereby agree to return to and work for the University of Washington for the commensurate period of one year following completion of the sabbatical leave at the same appointment level and rate of effort (FTE) proportionate to my approved sabbatical leave. I acknowledge that, pursuant to [RCW 288 10.650](#), failure to comply with this agreement shall constitute an obligation to repay the University any and all remuneration received from the University during the period of sabbatical leave.

Faculty Member signature \_\_\_\_\_ Date \_\_\_\_\_

[acadpers@uw.edu](mailto:acadpers@uw.edu) | [ap.washington.edu](http://ap.washington.edu) | Gerberding Hall 240 Updated: Sept. 2022

- 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

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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

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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***

A blue pen with a silver tip is resting on a document featuring a bar chart with blue bars. The document has a light blue grid background.

# SUBMITTING MATERIALS

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- All materials should be submitted to AHR through [SharePoint](#)
- Requests to add or remove access to SharePoint should be sent to [acadpers@uw.edu](mailto:acadpers@uw.edu) from a dean's/chancellor's office representative

# NOTIFICATIONS

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- 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

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- 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](mailto:APLeaves@uw.edu).

# RESOURCES

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## **Sabbatical Leave Website**

- <https://ap.washington.edu/ahr/policies/paid-professional-leave/>

## **Faculty Application for Sabbatical Leave**

- <https://ap.washington.edu/wp-content/uploads/Faculty-Application-for-2023-24-Sabbatical-Leave.pdf>

## **Librarian Application for Sabbatical Leave**

- <https://ap.washington.edu/wp-content/uploads/Librarian-Application-for-2023-24-Sabbatical-Leave.pdf>