

August 28, 2009

TO: Academic Deans, Department Chairs/Directors
FROM: Tim Greene, Provost and Vice President for Academic Affairs
SUBJECT: **Application for Sabbatical Leave**

Sabbatical leaves are established and encouraged to promote the professional growth and development of the faculty. Procedures are articulated in Article 26, Sabbatical Leave Policy, of the current Agreement between Western and the WMU-AAUP. Attached is the Sabbatical Leave Application information for those seeking a sabbatical leave during the 2010-2011 academic year. Applications must be submitted to the department chair by **September 15, 2009**.

Those persons qualified to apply include the following:

- a) All tenured faculty members with six years of service at Western Michigan University who have not had a sabbatical leave for a period of at least six years, and
- b) All faculty members in the sixth and final year of probation for tenure who have at least six years of service at Western. Please note that decisions for faculty in this category will be finalized only after the Board of Trustees makes final decisions concerning tenure.

To assure that faculty members know about this opportunity so they can submit applications in a timely manner, please review the following dates in your regular college and department meetings. In addition, remind all applicants that incomplete or inadequate applications will not be considered. In this context, an adequate application will identify a carefully-defined project, respond to the stipulated criteria, contain sufficient information to support the proposal, and allow an informed judgment about its potential to advance the individual's professional development. In addition, department policy statements may outline additional criteria. Please see the Provost's web site for additional information (<http://www.wmich.edu/provost/sabbatical/index.html>)

The following deadlines apply:

1. **SEPTEMBER 15**
Applicants must submit completed applications on or before this date to the department chair.
2. **OCTOBER 1**
Proposals forwarded by the department and department chair shall reach the dean.
3. **OCTOBER 12**
All applications -- complete with the recommendations and rankings of the department sabbatical leave committees, department chairs and directors, and deans, are due in the Provost's Office.

4. **OCTOBER 12**
All applications submitted to the University Sabbatical Leave Committee by the Provost's Office.
5. **NOVEMBER 10**
The University Sabbatical Leave Committee submits its recommendations and rankings to the Provost.
6. **DECEMBER**
Following discussion with the President, the Provost submits final recommendations to the Board of Trustees for consideration at its December meeting.

Deans will make either a recommendation for or a recommendation against granting a sabbatical and will inform the applicants and their chairs or directors of their recommendations and allow for timely discussion prior to forwarding materials to the University Sabbatical Leave Committee.

The University Sabbatical Leave Committee shall inform each applicant whether the committee is or is not recommending approval of his/her application, with concurrent notice of said decision to the department chair and the dean. Appeals to the committee shall be in accordance with procedures developed by the committee. The committee shall not recommend and/or entertain revised proposals which differ from those submitted initially.

Successful applicants will receive 75% of base salary for two semesters, depending upon the period approved for the leave; 25% of base salary will normally remain with the college and department. If the sabbatical is for one semester only, the successful applicant will receive 100% of base salary. Deans and chairs will have the responsibility to develop staffing plans for the department in response to student needs. Extremely limited funds exist to provide assistance to departments that cannot forego the services of the faculty member. Request these funds under separate cover, complete with justification.

All teaching assignments through Western are precluded during the period of the sabbatical.

I have attached a copy of the application form for your reference and use. Please provide a copy to all interested faculty members for use in submitting their sabbatical leave application.

Thank you for your assistance and cooperation.

Attachments

c: Members, University Sabbatical Leave Committee