Policy for Sabbatical Leave for Former Administrators
January, 2016

Scope
This policy applies to administrators in Academic Affairs who
- Have rank and tenure in an academic department as defined by the WMU-AAUP agreement;
- Have served as an administrator for at least four years;
- Have completed the administrative assignment in good standing;
- Meet the eligibility requirements for a sabbatical leave as stated in Article 26 of the WMU-AAUP Agreement (Article 26.1);
- Submit a proposal consistent with the requirements of a sabbatical leave as described in Article 26.2; and who
- Agree to the provisions of the Agreement with regard to duration, finances, return, report, duration alternatives, and sabbatical delay (Articles 26.2 and 26.4).

Policy
Academic administrators who meet the above criteria may apply for a sabbatical leave. If granted, the sabbatical will be effective for one or two semesters. During the sabbatical, the former administrator will be classified as faculty and as a member of the bargaining unit. The former administrator will receive his/her return to faculty salary during the sabbatical. This former administrator sabbatical will not be part of the sabbatical program as provided in the WMU-AAUP contract, since eligibility is based on having been an administrator. A former administrator would be eligible for a subsequent faculty sabbatical leave based on the eligibility requirements in the contract.

Procedure
The administrator who wants to receive this sabbatical must write a proposal. The proposal content should follow the same guidelines as those followed by faculty in submitting proposals. The administrator should submit the proposal first to the dean if a chair or director. The dean will forward the sabbatical proposal along with a recommendation to the provost. If the proposal is coming from a dean or associate provost it will go directly to the provost. The provost will decide to grant or not grant the proposal, and will make a recommendation to the president. Following approval of the president, approved proposals will go to the Board of Trustees for their action. The proposal must be accepted by the provost prior to the administrator’s last day in office.

Approval History: