

APPLICATION FOR SABBATICAL LEAVE – 2013-14

I. Subject to regulations printed on the second page, I respectfully request a sabbatical leave for:

TWO-SEMESTER SABBATICAL	ONE-SEMESTER SABBATICAL
a. Academic year: _____ - _____ (List academic year)	Fall semester _____ (year)
b. Alternate academic year (only applicable if faculty member is on an alternate academic year appointment - circle one): Summer I/Summer II/Fall Spring/Summer I/Summer II	Spring semester _____ (year)
c. Other (Specify) _____	

Name _____ Original Appointment Date _____ Year Tenured _____

Current Rank _____ Year of last Sabbatical Leave _____

Department _____ Signature _____ Date _____

Summary of Project (objectives, methodology, significance). Limit to this space.

NOTE: You must attach a sheet/s giving a specific description of your sabbatical project and plans for the period of the leave, an up-to-date vita, and the information called for in Regulation #7. Previous sabbatical recipients include summary of that project (see Sabbatical Leave Application Guidelines).

II. **Recommendation of Department Sabbatical Leave Committee:** Approve ___ Disapprove ___

Ranking Committee Chair Date
(Include a cover letter to show how application has met criteria in the three major areas.)

III. **Recommendation of Department/School:** Approve ___ Disapprove ___

Ranking Chair/Director Date

IV. **Recommendation of Dean:** College _____ Approve ___ Disapprove ___

Ranking Dean Date

V. **Recommendation of University Sabbatical Leave Committee:** Approve ___ Disapprove ___

Ranking Committee Chair Date

VI. **Recommendation of Provost and Vice President:** Approve ___ Disapprove ___

Provost and Vice President Date

Distribution: Original-Provost and Vice President for Academic Affairs; Copies to College and Department/School.

SABBATICAL LEAVE REGULATIONS

1. Sabbatical leaves are intended to promote the professional growth of the faculty and to enhance their scholarly and teaching effectiveness. Such leaves must be used only for specific planned activities involving study, research, scholarship, or creative work of mutual benefit to the faculty member and the university.
2. A sabbatical leave may be granted to any tenured faculty member at Western. For part-time tenured faculty, the sabbatical leave will be at the same FTE proportion as the faculty member's appointment. Such leave may not be awarded to the same person more than once in every seven years, and leave time will not be cumulative.
3. Sabbatical leaves are granted with due regard to the best interests of the eligible applicants and the university. Leave will be granted only to a faculty member whose past service and performance warrant the assumption that the applicant and the university will benefit from the leave, and only when the academic program of the department and the university will not be impaired by the faculty member's absence.
4. A faculty member may apply for either a two-semester or a one-semester leave. If the leave is granted, s/he will receive 75% of base salary for a two-semester leave or alternate academic year leave, and 100% of base salary for a one-semester leave.
5. Alternate-academic-year faculty are eligible for a one-semester leave during fall or spring semester or a two-semester leave consisting of the regularly-scheduled alternate academic year, i.e., summer I, summer II, fall, or spring, summer I, summer II.
6. One year in any six-year period spent on approved leave of absence from WMU for purposes of professional growth will count toward the sabbatical eligibility period.
7. An applicant for sabbatical leave must inform the University of other salaries, grants, fellowships, or financial support expected during the period of leave. The combined income from such sources and the sabbatical grant should not exceed the faculty member's salary, research expenses, travel, and relocation costs associated with the leave. If awarded a leave, the applicant must report such support.
8. Sabbatical leaves are granted by the Board of Trustees, following evaluation of each application as prescribed in the University's Sabbatical Leave Policy.
9. An application for sabbatical leave must be filed with the faculty member's department no later than September 15 (**September 17 in 2012**) of the year preceding the fiscal year in which the applicant requests leave.
10. By the end of the first semester following their return to the campus, recipients of sabbatical leaves must file written accounts of their sabbatical activities and accomplishments with their chairs/directors, deans, and the University Sabbatical Leave Committee. These reports should detail sabbatical activities, deviations from the approved proposal, related accomplishments, and any comments or suggestions. Such reports will become a permanent part of the faculty record.
11. A person who accepts sabbatical leave agrees as a condition to return to University duties for at least two academic years or the equivalent following the leave.