

SABBATICAL LEAVE POLICY

The sabbatical leave policy of Western Illinois University is in accordance with the collective bargaining agreement between the WIU Board of Trustees and the UPI Local 4100. Prospective applicants should review Article 27.2 of the 2017-2021 Agreement (Extended through June 30, 2023) prior to completing the request for sabbatical leave.

The department chair, college dean, University Personnel Committee, and Provost shall recommend sabbatical proposals to the President as determined acceptable according to the merits of the proposals. Academically qualified proposals are ranked using the following criteria:

1. Years of Service - A tenured employee is eligible to apply for a sabbatical leave from the University only after completing at least five years of full-time service in the bargaining unit at the University. No person shall receive a leave more often than once in seven academic years. The order of sabbatical leave recipients shall be determined on the basis of years of full-time service at the University or years of full-time service since the last sabbatical. If an employee has never had a sabbatical from the University, her or his priority shall be determined on the basis of years of full-time service at the University. If an employee has had a sabbatical from the University, that employee's priority shall be determined on the basis of the number of years of full-time service since the employee's last sabbatical. "Full-time service" is defined as 100 percent appointment for a full academic year. It excludes time of service under temporary contracts, leaves of absence without pay, and time not in the bargaining unit.
2. Academic Rank - If for sabbatical quota reasons it becomes necessary to select part of a group having the same years of full-time service, the highest academic rank will be given precedence.
3. Terminal Degree - If further selection must be made, sabbatical leaves will be offered to those persons in the academic rank who hold the terminal degree.
4. Years in Rank - If ties still exist, the criterion will be academic years of full-time service in rank.
5. Social Security Number - If ties still exist, the criterion will be in social security number closest to 000-00-0000, counting from 000-00-0000 upward.

Late requests to change the sabbatical may be considered. However, all other applications which were approved as academically acceptable, but were not granted due to quota limitations, will first be afforded the opportunity of accepting a sabbatical within the limits established by the agreement. If the quota of available sabbaticals is not reached in the fall, a second round of requests will be solicited during spring semester.

(Please review the Positive Time Reporting: Instructions for Faculty regarding procedures while on Sabbatical Leave: http://www.wiu.edu/provost/pdfs_and_docs/timereporting.pdf)

REPORT OF SABBATICAL LEAVE

By the end of the first semester following return to the University from sabbatical leave, the employee shall file a written account of sabbatical activities and accomplishments as related to the goals and objectives stated in the sabbatical proposal with the department chair, dean, and appropriate vice president. The report shall include:

- (1) a summary of the project/work accomplished;
- (2) progress toward and/or completed outcomes as stated in the proposal (e.g., publication, recital, art show, etc.);
- (3) an updated vita, including works-in-progress; and
- (4) a discussion of future benefit resulting from the sabbatical.

The Academic Vice President shall mark the report complete/incomplete. The faculty member will have an opportunity to rewrite an incomplete report and resubmit it within 30 days. A report that remains incomplete may result in the individual not being eligible for future sabbaticals. All sabbatical reports shall be placed in employees' personnel files and in the University Archives.

REQUEST FOR SABBATICAL LEAVE

Instructions: Requests for sabbatical leaves are to be submitted to the Department Chair's office by September 29, 2023. They are due in the College Dean's office by October 6, 2023, are due to the University Personnel Committee by October 13, 2023, and are due to the Academic Vice President by October 27, 2023. After approval/denial of sabbaticals by the President, the Academic Vice President sends notification to the faculty, chairs, and deans by November 10, 2023. Please prepare one original of the sabbatical request, and route it for signature as indicated in the instructions. The applicant, chair, and dean should each make a file copy before forwarding the request to the next level.

NAME:

Period of requested sabbatical:

Fall Spring Both

DEPARTMENT:

Date of Appointment at WIU:

RANK:

Number of Years in this rank:

EDUCATION: (Highest degree earned, institution, date, hours beyond; as on file in Provost's Office).

Have you received other sabbatical leaves from WIU? When?

Have you had other leaves from WIU? If so, give dates and types.

According to Article 27.2.a. of the 2017-2021 Agreement (Extended through June 30, 2023), sabbatical leaves are granted "for the purpose of encouraging scholarly and professional development for the mutual benefit of the University and the employee." The Article also provides that "a sabbatical leave may be used for the purpose of acquiring new professional skills and updating existing professional skills as well as for research." A major purpose of the sabbatical leave is to provide the faculty member with a substantial block of time for research and study unencumbered with instructional and service responsibilities attendant to their regular assignment. Therefore, sabbatical recipients are to divest themselves of all committee and council responsibilities in the department, college and University during the period of the sabbatical.

The attached explanation and description of the work to be completed during the sabbatical leave is an integral part of this request.

1. Faculty Member:

Signature _____ Date _____

2. Department Chairperson:

Recommend _____ Not Recommend _____

Signature _____ Date _____

3. College/Division Dean:

Recommend _____ Not Recommend _____

Signature _____ Date _____

4. University Personnel Committee:

Recommend _____ Not Recommend _____

Signature (UPC Chair) _____ Date _____

5. Provost and Academic Vice President:

Recommend _____ Not Recommend _____

Signature _____ Date _____

6. President:

Recommend _____ Deny _____

Signature _____ Date _____

1. Provide a summary of your proposed project for the sabbatical leave.

2. Describe your plan of activity to complete the project. Include documentation of a formal invitation by a sponsoring agency if the sabbatical is to be completed elsewhere.

3. Attach a current vita. If appropriate, provide evidence of your background or preparation in the topic area of the project.

4. Indicate the expected result or outcome of the project, e.g., publication, recital, art show, new professional skills acquired, etc.

5. Attach the report from your previous sabbatical, if appropriate.