

Sabbatical Eligibility at UW

A faculty member becomes eligible for sabbatical no earlier than their seventh academic year of service to the UW or their seventh academic year of service after returning from a previous sabbatical leave. Eligibility is calculated in academic years, not quarters. The year in which a sabbatical takes place is considered the “sabbatical year,” even if the sabbatical was only one or two quarters in duration. After returning from a sabbatical, a faculty member begins accruing time toward their next sabbatical in the academic year immediately following the “sabbatical year.” Assistant Professors in clock-managed ranks are not eligible for sabbatical until after they have been reviewed and approved for tenure and/or promotion.

Sabbatical eligibility may be delayed if the faculty member took other types of leave during the service accrual period. The Office for Academic Personnel and Faculty (APF) will review the leave history, taking into consideration the nature, duration, and percentage of leave, and will make a determination of its impact on sabbatical eligibility on a case-by-case basis.

Timing of Sabbaticals

Sabbaticals are expected to fall within a single academic year and align with UW’s established quarter start/end dates (Autumn: 09/16-12/15; Winter: 12/16-03/15; and Spring 03/16-06/15). Sabbaticals taken over the course of more than one academic year (but of normal duration of two or three quarters) may be possible in exceptional circumstances, but will require additional applications and approvals. Before making a request for a multi-year sabbatical, faculty should consult with the Chair or Dean and Academic HR regarding the circumstances and feasibility of the request.

Typical Application Timeline

**Note: Schools and Departments may set alternative or earlier deadlines for initial submission, to meet their needs for internal review timelines. IAS usually requires applications by Sept. 30.*

~November 1:	Application materials due for Dean’s review
~December 1:	Dean’s recommendations due to EVCAA
~January 10:	EVCAA submissions of supported applications due to Provost
Spring Quarter:	Notice of approved sabbatical applications received from Provost

Purpose of Sabbatical

Sabbatical leave—officially referred to as paid professional leave or professional leave with pay—is granted to enhance or increase your scholarship, enhance your professional development, and ultimately improve your service to the University. This is an opportunity for

focused study, investigation, and research. Final sabbatical decisions are based on funding availability and the quality of the proposal.

Application Materials

- Application Form for Sabbatical Leave (form in Interfolio)
- CV
- Sabbatical Plan (1200 words or less)
 - Project description
 - Describe and justify the proposed research, scholarship, teaching, and/or creative endeavor(s).
 - Provide the location(s) where you will do the work during the sabbatical.
 - Is there an opportunity provided to you to participate in a particular program, or ability to combine the leave with fellowship funding?
 - Provide the names of any foundations or institutions with which you expect to be affiliated during sabbatical.
 - Proposed project outcomes
 - Describe the expected impact of the project for the university, the field, your career, and/or the community.
 - How will the leave activities contribute to the further development of your research/scholarship/teaching/creative endeavors? How will you assess project outcomes and progress?
 - Timeline
 - Which quarter(s) are you requesting for the next academic year? Can your plans flex to a different quarter(s) if needed?
 - Is there still interest in taking a partial sabbatical if there are not enough quarters available to fulfill the request?
 - How will the sabbatical time be utilized and is the time requested reasonable to accomplish the proposed sabbatical plans?
 - What is the timeline for completion of the sabbatical project/plan?
 - Project funding
 - Are there any special resources available for the proposed project?
 - Is there any anticipated additional salary, and if so, what is the source of these funds?
 - Provide the source and amount of any supplementary grants or salary associated with the proposed sabbatical plan.
 - Timing
 - The timing of the professional leave request in the faculty member's career is key for continued professional development. Please address if

any of the following conditions apply to you. For example: Have you just been granted tenure and promotion to associate professor? Have you just completed a term as chair, director, or other significant position of responsibility? Is the professional leave project the last link in building a strong case for promotion to professor?

- Prior application requests
 - What is your history of prior professional leaves and leave denials?
 - What impact did your prior professional leaves have on your career and development as a scholar?
 - What impacts did your prior professional leaves have on the university, the community, and your field.
- Additional supporting material - Any other materials that the applicant believes may provide useful context (e.g., letter(s) of support, letter(s) of invitation from a host institution, etc.

Submission and Review Process

- Faculty meets with Dean or Department Chair when notified of sabbatical eligibility to initiate planning and submission process
- Faculty sabbatical package submission to Department Chair [if applicable]
- Faculty sabbatical package submission to Dean's Office
- Dean's recommendation sent to Executive Vice Chancellor for Academic Affairs for review
- Final decision by UW Office of the Provost

Changing Plans

- Proposed changes to timing or duration of an approved sabbatical, or significant alterations to the original application, require additional approvals from the Department Chair [if applicable], Dean, and EVCAA, and should be communicated to UWT Academic Human Resources as early as possible.

Post-Sabbatical Requirements

- 1 – 2-page written summary report
 - A brief summary describing the outcomes of your sabbatical, including accomplishments and challenges. If you did not meet all of your stated goals, briefly explain why.
 - List any scholarly activities produced during the sabbatical period (conference presentations, publications, performances, exhibitions, patents, digital resources, or other research/creative activity)

- Briefly describe how to plan to disseminate the key findings/results of your sabbatical project in the coming years

Return Obligations

- Following the sabbatical leave, the faculty member must return to work for the University for one full academic year at the appointment percent they held prior to going on sabbatical (usually 100% FTE). Failure to return to the full appointment percent for the autumn, winter, and spring quarters following conclusion of sabbatical will result in a repayment obligation (or extended requirement of service beyond one year, in cases of reduced return FTE).
- If leaving the UW prior to fulfilling return obligations, the faculty member must repay the University for the costs of the sabbatical (i.e., the total salary and benefits from the sabbatical quarter(s)).

Relevant Policies & Information

1. **EO No. 33 Professional Leave Policy** - <https://policy.uw.edu/directory/po/executive-orders/eo-33-professional-leave-policy/>
2. **EO No. 57 Outside Professional Work Policy** - <https://policy.uw.edu/directory/po/executive-orders/eo-57-outside-professional-work-policy/>
3. **Academic Personnel & Faculty Sabbatical Overview** - <https://ap.washington.edu/ahr/policies/sabbaticals/>
4. **APF Sabbatical Service Obligation Audit** - <https://ap.washington.edu/ahr/policies/sabbaticals/sabbatical-service-obligation-audit/>
5. **APF Sabbatical Leave: Applicant Guidance** - <https://ap.washington.edu/ahr/policies/sabbaticals/sabbatical-leave-applicant-guidance/>