

# INSTRUCTIONS FOR FILLING OUT THE ONLINE APPLICATION FOR A SABBATICAL LEAVE (FACULTY MEMBER)

Please read the information regarding the Sabbatical Leave program prior to completing the online application. This information can be found at this website: <https://hr.wisc.edu/professional-development/funds/sabbatical/>.

**Please note that you will need your CV (2-3 single spaced pages) and your proposal in PDF form completed before starting the online process.**

The online application is available at this website: <http://apps.ohr.wisc.edu/staffdev>

If you have questions, please contact Donna Seelye ([donna.seelye@wisc.edu](mailto:donna.seelye@wisc.edu), 890-3183).

**NOTE:** For those faculty members with split appointments, we advise that you share your proposal with both departments before starting the online process.

Fill out the application/nominator information and click on the appropriate box at the bottom of the page. Note that this is where you will indicate whether you have a split appointment. An example is shown below.

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## Faculty and Academic Staff Development Opportunities

HOME PENDING MY REVIEW SUBMIT PROPOSAL MY PROPOSALS SEARCH PROPOSALS ADMIN OPTIONS LOG OUT

### New Proposal for 2016-17 Faculty Sabbatical Leave

#### Applicant/Nominator Information

First Name:

Last Name:

Title:  ▾

School/College:

Department:

Campus Address:

Campus Phone Number:

Email Address:

Split Appointment:  Yes  No

If yes, please indicate second department:

Is the second department chair aware of your application?  Yes  No

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If you click “**Save for Later,**” you will see the following screen. **NOTE:** Only the top portion of the screen is shown.

The screenshot shows the top portion of a web page. At the top left is the University of Wisconsin-Madison logo and the text "UNIVERSITY OF WISCONSIN-MADISON". To the right are links for "UW Search", "My UW", "Map", and "Calendar". Below this is a red header with the text "Faculty and Academic Staff Development Opportunities". Underneath the header is a navigation bar with buttons for "HOME", "SUBMIT PROPOSAL", "VIEW MY PROPOSALS", and "RESET". A green notification box contains a checkmark icon and the text: "Your proposal has been saved! This proposal is still in draft mode and you may continue to edit it until you submit it for review." Below the notification is a section titled "Approval/Review Process" with a horizontal line. Under this section, it says "Current Proposal Status: DRAFT - Edit Proposal". Below that is a box containing the text "No Approval/Review Steps to View!". There is a "History" section with a "Show History" button. At the bottom of the screenshot, there is a link that says "View Proposal for 2016-17 Faculty Sabbatical Leave".

You will need to log back into the site using your NetID and password at this website: <http://apps.ohr.wisc.edu/staffdev>. Click on “VIEW MY PROPOSALS” and click “Edit Proposal” to continue.

If you click “**Save and Continue to Next Page,**” you will see the following:



# Faculty and Academic Staff Development Opportunities

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- RESET

## Proposal Cover Page

Year of Last Sabbatical:

Years of UW Faculty Service:

**Leave of Absence:** Please list any leaves of absence (off UW payroll) in previous 6 years

None

**Supplementary Funding:** Please list any supplementary funding (awards, grants) during time period of proposed sabbatical leave

NSF \$10,000

**Brief Abstract of Proposal (75 words or less):** Paragraph/abstract of proposal. Description should be easily understandable to reviewers who may not be in the applicant's field and may be used for reporting about the project. Please specify the positive effects on the instruction/curricular part of the applicant's work.

This is a test.

## Sabbatical Information

Time Period of Leave Request:  Fall  Spring  Academic Year

Indicate Percentage of Sabbatical Leave Being Requested:  % per academic year

Salary will be calculated on C basis (9 months).

Sabbatical must occur within the same academic year.

**By checking here, I confirm that I have read the conditions of the sabbatical program including the requirement to return to usual faculty instructional duties at UW-Madison for at least one full academic year after the end of an approved sabbatical.**

## Documents

All attached documents must be in PDF (.pdf) format!

Please attach your full proposal:

- Retirement Brochure 5-9-14.pdf [xRemove](#)

Short CV (2-3 SINGLE-SPACED PAGES):

- Post-Retirement Employment Policy and Procedures Effective 10-5-11 FINAL.pdf [xRemove](#)

[View Faculty Sabbatical Web Site](#) (opens in new window)

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**NOTE REGARDING SABBATICAL PERCENTAGES:** Generally, Academic Year sabbaticals are taken at 65% salary support from the department and semester long sabbaticals are taken at 100% salary support. Check with the

Dean's office if you are unsure of the amount. The percentages will automatically populate with 100% for one semester and 65% for the academic year. If these numbers are not correct, you can change them manually.

At this point, you should read the conditions of the sabbatical program found on this website:  
<https://hr.wisc.edu/professional-development/funds/sabbatical/>

If you click **“Save for Later,”** you will need to log back into the site using your NetID and password at this website: <http://apps.ohr.wisc.edu/staffdev>. Go to **“VIEW MY PROPOSALS”** and select your proposal. Then select **“Edit Proposal.”** See the screen shot below.

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## Faculty and Academic Staff Development Opportunities

HOME SUBMIT PROPOSAL VIEW MY PROPOSALS RESET

Your proposal has been saved! This proposal is still in draft mode and you may continue to edit it until you submit it for review.

### Approval/Review Process

**Current Proposal Status:** DRAFT - [Edit Proposal](#)

No Approval/Review Steps to View!

### History

[Show History](#)

**View Proposal for 2016-17 Faculty Sabbatical Leave**

If you click **“Save and Continue to Next Page,”** the **Sabbatical Agreement** will appear. Read it, fill out (1) if appropriate, and check the box at the bottom of the page. Click **“Save and Continue to Next Page.”** The next page is **Compensation Received During Sabbatical Assignment.**

**NOTE:** Enter the salary you are paid by the UW during your sabbatical in the first box. For a full academic year, enter 65% of your salary. For a semester, enter the amount you would receive for one semester. This is a required field; you must enter an amount to continue to the next page. Since it is often impossible to know whether you will receive additional grant money, enter the amount you are applying for. If this changes, submit a revised compensation form with the sabbatical report you submit to the Vice Provost's Office. If you have questions, check with your Department Administrator.



# Faculty and Academic Staff Development Opportunities

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## Compensation Received During Sabbatical Assignment

This page **must** be filled out and submitted with your sabbatical proposal. If you do not know what grants you will be receiving, or if the grant information changes before you take your sabbatical, you should submit a revised compensation form after your sabbatical. Please submit the revised form with your sabbatical report.

Please indicate the amount and source of all compensation you received during the term of your sabbatical. You do not need to include supplements you received to address additional cost of living expenses incurred during your sabbatical or compensation from typical consulting activities (which must be reported on Outside Activities Report).

|   |                 |
|---|-----------------|
| Payments made through UW institution e.g., payment for sabbatical, salary from supplemental grants:   | \$ 35,000       |
| Payments made directly to faculty member from grants or awards (provide names of agency or organization providing grants or awards and the amounts for each below):                               | \$ 10,000       |
| National Science Foundation   |                 |
| Salary paid directly to faculty member from non-UW-institution employment e.g., as a visiting professor at another institution (provide names of other employers and the amounts for each below): | \$ 0            |
|   |                 |
| Other (specify below):  | \$ 0            |
|   |                 |
| <b>Total:</b>   | <b>\$ 45000</b> |

Additional Comments/Notes:

## Sabbatical Checklist

I have read and completed the following information:

- Application Procedures, Guidelines and Conditions
- Sabbatical Agreement Form
- Compensation Received During Sabbatical Assignment Form

If you click **“Save for Later,”** you will need to log back into the site using your NetID and password at this website: <http://apps.ohr.wisc.edu/staffdev>. Go to **“VIEW MY PROPOSALS”** and select your proposal. Then select **“Edit Proposal.”**

If you click **“Save and Submit for Review,”** this screen will appear. Follow the instructions. This is the step where you are submitting the proposal to your Chair. You will receive an e-mail telling you that your proposal was submitted. **If you don’t receive an e-mail within 15 minutes, check your SPAM folder.**

## Submit to Next Approval/Review Step

Please enter the name (last name, first name) of the next person in the review process (Chair or Dean/Director).

If you don't know who your Chair is, please [consult this list](#).

Once you see the name of the person displayed in the drop down, click on it. You may add comments if you wish.

**Department Chair:**    
(last name, first name)


**Comments:**   
(optional)

After you click “**Submit to Next Step**,” you will see the following (partial page shown). Note the “**Show History**” button. If you click on it, you can see where your proposal is in the process.

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# Faculty and Academic Staff Development Opportunities

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 This proposal has been submitted for approval.  
Please fill out a short survey about your experience with this application: [CLICK HERE](#)

### Approval/Review Process

**Current Proposal Status:** PENDING REVIEW - [Edit Proposal](#)

| Step | Title             | Name           | Comments    | Status   |
|------|-------------------|----------------|-------------|----------|
| 1    | Submitter/Nominee | CATHERINE GRAY | No Comments | APPROVED |
| 2    | Department Chair  | MARGARET MAY   | No Comments | PENDING  |
| 3    | Dean/Director     |                | No Comments | PENDING  |

### History

**View Proposal for 2016-17 Faculty Sabbatical Leave**

The Chair will receive an e-mail saying there is a sabbatical proposal waiting for his/her review. Your Chair should click on the link to the website and log on with his/her NetID and password. **After reviewing the proposal**, if he/she wants to approve it, there will be a box that says “**Click Here to Enter Your Decision.**” After clicking on the box, the following will appear:

### Submit to Next Approval/Review Step

Please enter the name (last name, first name) of the next person in the review process (Chair or Dean/Director).

Once you see the name of the person displayed in the drop down, click on it. You may add comments if you wish.

Each application must be reviewed by the department executive committee. Where departments have multiple applicants, the proposals **should be ranked** by the executive committee. Applications must be sent to the appropriate Dean/Director (check with your chair or the dean's office for the due date), with **a letter from the chair providing:**

1. Department executive committee approval of the sabbatical plan;
2. A specific outline of the source of support for the sabbatical (colleague coverage, temporary lecturer, or the like), and
3. A brief statement noting the anticipated benefits to the department if the leave is awarded. Dean's/Directors will arrange for faculty review of applications from their schools, consider them in light of budgetary resources available, and submit a list of nominees to the Office of Human Resources (166 Bascom Hall) by October 3, 2014. In the case of faculty members with split appointments, the application must be approved and signed by all chairs and deans/directors concerned.

**Upload Letter of Support (PDF):**

**Upload 2nd Letter of Support (PDF):**

**Dept. Ranking:**

**Dean/Director:**   
(last name, first name)

**Comments:**   
(optional)

If your Chair clicks **“Return to FACULTY MEMBER NAME,”** he/she is rejecting the proposal and sending it back to you, the submitter. You will receive an email telling you that the proposal was rejected. Go to **“VIEW MY PROPOSALS”** and select your proposal. Then select **“Edit Proposal”** to make changes.

When you are finished, follow the steps outlined above to resubmit the proposal to your Chair. The Chair will receive a new e-mail informing him that there is a proposal for his review. He/she should click on the new link to review the proposal.

If your Chair clicks **“Take No Action At This Time,”** he/she can go back to it later. If he/she chooses to review the proposal later, he/she will need the link received in the previous e-mail to access the website. If your Chair clicks **“Submit to Next Step,”** he/she is approving the proposal and sending it to the Dean's Office.

The Dean/Director (or designee) will receive an e-mail message stating that there is a proposal to be reviewed with a link to the website. He/she should click on the website in the e-mail. After logging into the website using his/her NetID and password, he/she will review the proposal. There is a box at the bottom of the page that says **“Click Here to Enter Your Decision.”** If he/she wants to approve the proposal, they should click on this box and the following will appear:

**Submit to Next Approval/Review Step**

Upload Letter of Support (PDF):

Upload 2nd Letter of Support (PDF):

Dept. Ranking:  ▼

Please indicate how department will cover the duties of faculty member while on leave.  
 Colleague coverage  Hire replacement  Defer course  Other If Other, please describe:

Current salary:

Time period and percentage of sabbatical approved:

**You are the final approval step. Click the "Submit to Next Step" button to submit this for final approval. Add comments if you wish.**

Comments:   
(optional)

If the Dean clicks **“Return to CHAIR NAME,”** he/she is rejecting the proposal and sending it back to the Chair. The Chair will receive an e-mail saying the proposal has been rejected . The Chair can access the proposal by clicking in the link he/she previously received via e-mail. If the Dean clicks **“Take No Action At This Time,”** he/she can go back to the proposal later. It can be accessed by clicking on the link he/she previously received via e-mail. Clicking **“Submit to Next Step”** approves the proposal and sends it to the Academic Personnel Office.

At this point, the process of submitting the proposal to the Academic Personnel Office is complete. The Dean will receive an email saying that the proposal has been submitted. Academic Personnel will receive an e-mail saying there is a proposal waiting for review.

**Please print the proposal for your records.** Remember to **LOG OUT** at the top of the page.

If you have any questions or problems with the online submission process, please contact Donna Seelye (donna.seelye@wisc.edu, 890-3183).