

INSTRUCTIONS FOR FILLING OUT THE ONLINE APPLICATION FOR A SABBATICAL LEAVE (FOR CHAIRS)

If you have questions about the online sabbatical process, please contact Donna Seelye (donna.seelye@wisc.edu, 890-3183).

NOTE: For those faculty members with dual appointments, we suggested that they share their proposal with both departments before starting the online process.

The pages of the website that the faculty member will fill out are shown below. The bottom of the first page (shown below) is where they will indicate whether they have a split appointment.



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New Proposal for 2014-15 Faculty Sabbatical

Applicant/Nominator Information

First Name:

Last Name:

Title: ▼

School/College: GENERAL SERVICES

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

If the faculty member clicks “**Save and Continue to Next Page,**” he/she will see the following pages:



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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)

[Save for Later](#)

[Save and Continue to Next Page](#)



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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
Total:	\$ 45000

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 the faculty member clicks “**Save and Submit for Review,**” this screen 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).
 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)

This is the step where the faculty member is submitting the proposal to you. The faculty member will receive an e-mail telling them that their proposal was submitted. After the faculty member clicks “**Submit to Next Step**,” he/she 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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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 Change	TAMMI PEKKALA-MATTHEWS Change	No Comments	APPROVED Change
2	Department Chair Change	MARGARET MAY Change	No Comments	PENDING Change
3	Dean/Director Change	Change	No Comments	PENDING Change

History

Date/Time	Name	Action
6/3/2014 11:41:51 AM	PEKKALA-MATTHEWS, TAMMI	Saved proposal and ready to submit
6/3/2014 11:40:06 AM	PEKKALA-MATTHEWS, TAMMI	Proposal created

[View Proposal for 2015-16 Faculty Sabbatical Program](#)

You (the Chair) will receive an e-mail saying there is a sabbatical proposal waiting for your review. Please check your SPAM during this time; sometimes the e-mails end up there. You should click on the link to the website and log on with your NetID and password. **After reviewing the proposal**, if you want 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): Atlas.pdf Remove

Upload 2nd Letter of Support (PDF):

Dept. Ranking:

Dean/Director:

(last name, first name)

Comments:

(optional)

The 2nd letter of support is for those faculty members with split appointments.

Instead of having you upload a ranking letter, you will need to indicate on the screen the ranking for that faculty member's proposal. Enter the name of the Dean/Director for your division.

If you click **“Return to (NAME),”** you are rejecting the proposal and sending it back to the faculty member. The faculty member will receive an e-mail telling him/her that the proposal was rejected. He/she will resubmit the proposal to you. You will receive a new email informing you that there is a proposal for your review. Click on the link to review the proposal.

If you click **“Take No Action At This Time,”** you can go back to it later. If you choose to review the proposal later, you will need the link received in the previous e-mail to access the website.

If you click **“Submit to Next Step,”** you are approving the proposal and sending it to the Dean’s Office. Your part in the process is complete, unless the Dean rejects the proposal back to you.

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. After reviewing the proposal and clicking the box at the bottom of the page, 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)

At this point, the Dean has to indicate how the department will cover the duties of the faculty member while they are on leave. The current salary of the faculty member must also be entered, along with the time period and percentage of the sabbatical.

If the Dean clicks **“Return to Previous Step,”** he/she is rejecting the proposal and sending it back to the Chair. You will receive an e-mail saying the proposal has been rejected. Remember to check SPAM in case the email ended up there. You can access the proposal by clicking on the link you previously received via e-mail. Clicking **“Submit to Next Step”** approves the proposal and sends it to the Office of Human Resources for processing.

At this point, the process is complete. The Dean will receive an e-mail saying that the proposal has been submitted. The Office of Human Resources will receive an e-mail saying there is a proposal to be reviewed.

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).