

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

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 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:

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



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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)

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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)

Take No Action At This Time


Submit to Next Step >>

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 the 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

[Hide 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

The Chair will receive an e-mail saying there is a sabbatical proposal waiting for his/her review. **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):

Atlas.pdf Remove

Upload 2nd Letter of Support (PDF):

Dept. Ranking:

2 ▼

Dean/Director:

(last name, first name)

MARGARET J MAY (NetID: mjmay) ▼

Comments:

(optional)

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

If the Chair clicks “**Submit to Next Step**,” he/she is approving the proposal and sending it to the Dean’s Office.

You (or your designee) will receive an e-mail message stating that there is a proposal to be reviewed with a link to the website. Please check your SPAM during this time; sometimes the e-mails end up there. Click on the link and log in using your NetID and password. If you approve the proposal, 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 you click **“Return to Previous Step,”** you are rejecting the proposal and sending it back to the Chair, who will receive an e-mail saying the proposal has been rejected.

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.

Clicking **“Submit to Next Step”** approves the proposal and sends it to the Academic Personnel Office. The following page will appear:



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Approval/Review Process

Current Proposal Status: PENDING REVIEW

Step	Title	Name	Comments	Status
1	Submitter/Nominee	TAMMI PEKKALA-MATTHEWS	No Comments	APPROVED
2	Department Chair	MARGARET MAY	No Comments	APPROVED
3	Dean/Director	MARGARET MAY	No Comments	PENDING

History

Hide History

Date/Time	Name	Action
6/2/2014 2:56:52 PM	MAY, MARGARET	Pending Review Email sent to MMAY@OHR.WISC.EDU
6/2/2014 2:56:51 PM	MAY, MARGARET	Approved Proposal
6/2/2014 2:49:58 PM	PEKKALA-MATTHEWS, TAMMI	Pending Review Email sent to MMAY@OHR.WISC.EDU
6/2/2014 2:49:57 PM	PEKKALA-MATTHEWS, TAMMI	Approved Proposal
6/2/2014 2:49:40 PM	PEKKALA-MATTHEWS, TAMMI	Saved proposal and ready to submit
6/2/2014 2:47:56 PM	PEKKALA-MATTHEWS, TAMMI	Proposal created

When you have finished reviewing all the proposals for your school/college, please send a letter via e-mail listing your school/college proposals to Donna Seelye (donna.seelye@wisc.edu).

At this point, the process of submitting the proposal to the Academic Personnel Office is complete. You will receive an e-mail saying that the proposal has been submitted, and the Academic Personnel Office 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).