**FACULTY SABBATICAL PROGRAM**

*Timeline*

**March - First Week:**  The provost announces a formal call for sabbatical proposals for the academic year 18 months hence.

**April – First Week:** The University Committee appoints the Sabbatical Proposal Review Committee (SPRC). The SPRC will consist of the six faculty members of the Committee on Research and Creative Activity and the four faculty members of the Committee on Teaching and Learning. Faculty members whose proposals will be under review will not participate in the review process. The committee meets the review relevant Board of Regents, UW-System, and UW-Parkside policies, procedures and guidelines.

**April – Fourth Week:** The SPRC conducts a workshop for faculty who plan to submit proposals in the fall.

**June-July:** Faculty who plan to submit proposals are encouraged to meet with the Director of Research Administration to discuss potential funding sources.

**September – Second Week:** Faculty submit proposals to department chairs for review by departmental executive committees.

**October – First Week:** Department chairs forward proposals to the appropriate deans. Material submitted to the deans will include:

1. The departmental executive committee’s recommendation to support, or not support, the proposal.
2. A summary of the departmental executive committee’s assessment of the quality of the proposal.
3. A statement regarding the programmatic implications of the sabbatical including its effect on the pattern of course offerings and options for covering the absent faculty member’s courses.

If more than one proposal is submitted by a department, they must be ranked by the departmental executive committee.

**October – Second Week:** Deans review the proposals and forward ranked proposals to the SPRC. Material submitted to the committee should include:

1. Summaries from the departmental executive committees.
2. A summary of the dean’s assessment of each proposal and an explanation of the ranking.

**October – Third Week:** The SPRC reviews the proposals and forwards ranked proposals to the provost. Materials submitted to the provost will include:

1. Summaries from the departmental executive committees and deans.
2. A summary of the committee’s assessment of each proposal and an explanation of the ranking.

**October – Fourth Week:** The provost will consider the advice of the deans and of the SPRC and make recommendations to the chancellor, who will make the final determinations regarding sabbatical awards, subject to approval by the Board of Regents.

 After forwarding recommendations to the chancellor, the provost should offer to meet with each faculty member who submitted a proposal and discuss with them the findings of the dean, the SPRC, and the reasons for the provost’s own recommendations.

 Sabbatical awards will be announced to the faculty following their final approval at the December meeting of the Board of Regents.