

**University of Wisconsin-Stout
Sabbatical Application Timeline
2009-2010 for 2010-2011**

	<u>Due Date</u>
Announcement and timeline distributed to all faculty.	Wed., 7/29/09
Applications available on-line at: http://www.uwstout.edu/hr/hrforms/sabbatical_application.pdf .	Fri., 8/21/09
Faculty Senate schedules October meeting of the Sabbatical Appointment Committee. During the meeting the chair of PPC will review the process and procedures.	
Applicants for sabbatical appointment notify department chairs of intent to apply.	By Fri., 8/28/09
Department chair notifies dean of applicants and begins informal review of replacement resource needs. Meetings with department chair, dean and applicant are arranged by the applicant if necessary; meeting must be scheduled by Tue., 9/8/09	Tues., 9/1/09
Personnel Policies Committee will hold an orientation meeting for all Sabbatical applicants. The purpose of this meeting is to answer questions regarding the process, procedures and application materials.	Tues., 9/1/09
Applications submitted to department chair for review.	Wed., 9/9/09
Department chair sends application on to dean.	Wed., 9/16/09
Meetings begin with deans and departments to assess resource needs.	Wed., 9/23/09
All applications, with department chair and dean signatures and rationales, if appropriate, are hand-carried to the Faculty Senate Office.	By Wed., 9/30/09
Faculty Senate Office duplicates and distributes applications to Sabbatical Appointment Committee, and notifies each individual through campus mail that the application has been received.	Wed., 9/30 to Wed., 10/7/09
Sabbatical Appointment Committee evaluates and ranks applications.	Wed., 10/7 to Fri., 10/16/09
Sabbatical Appointment Committee makes recommendations to Chancellor.	Fri., 10/16/09
Plan for coverage and resource needs forwarded to Provost.	Fri., 10/16/09
Sabbatical Appointment Committee notifies applicants of results of its deliberations.	Thurs., 10/22/09
Chancellor makes recommendations to UW System, and notifies applicants, chairs, and deans of decision.	By Wed., 10/28/09
Announcement of sabbatical awards by Board of Regents.	December 2009
Provost begins implementation of sabbatical appointments through negotiation with chairs, deans, and affected colleagues.	No later than January 2010
Sabbatical Appointment Committee evaluates procedure and recommends modifications.	Mon., 1/4/10 to Thurs., 4/1/10
Chancellor or designee announces to the faculty the prospects for sabbatical appointments in the academic year beginning eighteen months hence.	April, 2010
Chancellor or designee sends announcement to department chairs and deans along with explanation of their roles in the process.	April, 2010
Faculty Senate solicits nominees for Sabbatical Appointment Committee after which committee members will be elected by the faculty at-large.	Semester II
NOTE: The faculty member (who has been on sabbatical) will complete and submit a final report to the Provost's Office.	Within three months of completion of Sabbatical
A university-wide presentation will be made.	Within one-year of completion of Sabbatical