

## SABBATICAL LEAVE POLICY

The sabbatical leave policy of Western Illinois University is in accordance with the collective bargaining agreement between the WIU Board of Trustees and the UPI Local 4100. Prospective applicants should review Article 27.2 of the 2017-2021 Agreement (Extended through June 30, 2023) prior to completing the request for sabbatical leave.

The department chair, college dean, University Personnel Committee, and Provost shall recommend sabbatical proposals to 612 7(19 ost )-209(sha)ne d 0 1 e12 0 612 792 re0 ct(is)-mag11(cti)(a)4(1 c]

## REPORT OF SABBATICAL LEAVE

By the end of the first semester following return to the University from sabbatical leave, the employee shall file a written account of sabbatical activities and accomplishments as related to the goals and objectives stated in the sabbatical proposal with the department chair, dean, and appropriate vice president. The report shall include:

- (1) a summary of the project/work accomplished;
- (2) progress toward and/or completed outcomes as stated in the proposal (e.g., publication, recital, art show, etc.);
- (3) an updated vita, including works-in-progress; and
- (4) a discussion of future benefit resulting from the sabbatical.

The Academic Vice President shall mark the report complete/incomplete. The faculty member will have an opportunity to rewrite an incomplete report and resubmit it within 30 days. A report that remains incomplete may result in the individual not being eligible for future sabbaticals. All sabbatical reports shall be placed in

## REQUEST FOR SABBATICAL LEAVE

Instructions: Requests for sabbatical leaves are to be submitted to the Department September 29, 2023. The Department's office by October 6, 2023, are due to the University Personnel Committee by October 13, 2023, and are due to the Academic Vice President by October 27, 2023. After approval/denial of sabbaticals by the President, the Academic Vice President sends notification to the faculty, chairs, and deans by November 10, 2023. Please prepare one original of the sabbatical request, and route it for

1. Provide a summary of your proposed project for the sabbatical leave.
  
2. Describe your plan of activity to complete the project. Include documentation of a formal invitation by a sponsoring agency if the sabbatical is to be completed elsewhere.
  
3. Attach a current vita. If appropriate, provide evidence of your background or preparation in the topic area of the project.
  
4. Indicate the expected result or outcome of the project, e.g., publication, recital, art show, new professional skills acquired, etc.
  
5. Attach the report from your previous sabbatical, if appropriate.