June 30, 2021

TO: Deans, Directors, Chairs
CC: Faculty, Michaela Aust, Phoua Holt, Donna Seelye
FROM: Beth Meyer and, Vice Provost for Faculty and Staff
RE: 2022-2023 UW Faculty Sabbatical Leave Application: Your Action Required
http://www.ohr.wisc.edu/grants/

The guidelines and application forms for Faculty Sabbatical Leaves can be found online at: http://www.ohr.wisc.edu/grants/ beginning July 1. Please note the additional required forms (Sabbatical Agreement Form, Compensation Received During Sabbatical Assignment Form) are on this site under “Faculty Sabbatical Grants.”

Given the availability of the Faculty Exceptional Service Support Program, we are putting on hold the Faculty Development Grants and the Research Service Grants for the 2022-23 fiscal year.

Deans and directors should identify the date applications are due to your school or college and communicate the deadline to departments. A deadline for departments should be made based on internal needs. For schools and colleges that do not have departments, you may only need a school/college deadline.

We anticipate the Faculty Sabbatical Leaves will be available as an online application process on July 1, 2021.

Faculty should read all documentation before starting to complete the online form including the Instructions, Screen Shots of the online application pages and Frequently Asked Questions. (See: http://www.ohr.wisc.edu/grants/)

Below is the timetable for the Faculty Sabbatical Leave program. Please note the Office of Human Resources (OHR) deadlines are firm. Late applications to OHR will not be accepted. This means that clear communication of the departmental and school/college deadlines is extremely important.

<table>
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<tr>
<th>Due in Department</th>
<th>Due in School/College</th>
<th>Due in OHR</th>
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<tbody>
<tr>
<td>Faculty Sabbatical Leaves</td>
<td>Determined by chair</td>
<td>Determined by dean</td>
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Please inform your chairs of the school/college deadline date for submitting applications for the faculty Sabbatical Leave program. Ask department chairs to forward this memo to their faculty with a note informing them of the departmental deadline for submitting applications to the chair.

For further information, please contact Donna Seelye at 890-3183, donna.seelye@wisc.edu; Michaela Aust at 263-5741, michaela.aust@wisc.edu; Beth Meyer and at 263-1685, memeyerand@wisc.edu