



June 30, 2021

TO: Deans, Directors, Chairs
CC: Faculty, Jill Gower, Donna Seelye
FROM: Beth Meyerand, 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.

	Due in Department	Due in School/College	Due in OHR
Faculty Sabbatical Leaves	Determined by chair	Determined by dean	October 1, 2021

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 or Beth Meyerand at 263-1685, meyerand@wisc.edu