



Date: June 29, 2023

To: Deans, Directors, Chairs

CC: Faculty, Donna Seelye

From: M. Elizabeth Meyerand, Vice Provost for Faculty and Staff Affairs *MEM*

RE: 2024-2025 UW Faculty Sabbatical Leave Program applications: Your Action Required

The 2024-25 Faculty Sabbatical Leave Program guidelines, instructions, and application form are now available online at: <https://hr.wisc.edu/professional-development/funds/sabbatical/>.

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

	Due in Department	Due in School or College	Due in OHR
Faculty Sabbatical Leave	Determined by chair	Determined by dean	October 1, 2023

Deans and directors must identify the date applications are due to your school or college and communicate the deadline to department chairs. A deadline for departments must be made based on internal needs. For schools and colleges that do not have departments, you may only need a school or college deadline. Once the deadline(s) are determined, department chairs should forward this memo to their faculty with a note informing them of the departmental deadline for submitting applications.

Faculty should read all documentation before starting to complete the online form, including the instructions and frequently asked questions found at: <https://hr.wisc.edu/professional-development/funds/sabbatical/>. Faculty who want to apply need to submit: 1) an online proposal to their department chair, 2) the compensation received during sabbatical assignment form, and 3) the sabbatical agreement form.

If you have additional questions after reviewing the [website](#), please contact Donna Seelye at donna.seelye@wisc.edu, (608) 890-3183 or Beth Meyerand at vpfsa@provost.wisc.edu, (608) 263-1685.

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