

**REMINDER OF SABBATICAL LEAVE**

TO: Academic Deans, Department Chairs/Directors

FROM: Dr. Christopher Cheatham  
Interim Provost and Vice President for Academic Affairs

DATE: July 2025

Sabbatical leaves are established and encouraged to promote the professional growth and development of the faculty. To assure that faculty members know about this opportunity so they can submit applications in a timely manner, please review the following dates in your regular college and department meetings. In addition, remind all applicants that incomplete or inadequate applications will not be considered. In this context, an adequate application will identify a carefully defined project, respond to the stipulated criteria, contain sufficient information to support the proposal and allow an informed judgement about its potential to advance the individual's professional development. Also see: <https://wmich.edu/academic-labor-relations/sabbatical>

Procedures are articulated in Article 26, Sabbatical Leave Policy, of the current WMU/WMU-AAUP Agreement. Department policy statements may outline additional criteria.

Those persons qualified to apply include:

- a) All tenured faculty members with six years of service at Western Michigan University who have not had a sabbatical leave for a period of at least six years, and
- b) All faculty members in the sixth and final year of probation for tenure who have at least six years of service at Western. Decisions for faculty in this category will be finalized only after the Board of Trustees makes final decisions concerning tenure.

The following deadlines apply:

**1. October 1: faculty applications must be submitted**

Applicants must submit completed application via the InfoReady system (<https://wmich.infoready4.com>). ***This system streamlines the process.***

- Department committees review applications and proposals and forward their recommendation(s) in priority order to the department chair, allowing enough time for the chair to complete the chair review before November 1.
- Department chair reviews department recommendations and forwards them to the dean with the chair's own recommendation. The chair must also submit a proposal for reallocation of the workload of faculty recommended for sabbatical leave to the dean.

**2. November 1: applications and recommendations must be received by the dean**

- The dean reviews all recommendations received, determines whether granting leave(s) would seriously impair the department's effectiveness, and forwards all recommendations and proposals received, along with the dean's recommendations in ranked order of priority, to the University Sabbatical Leave Committee
- The dean also sends concurrent notice to each applicant and appropriate department chair of their recommendation.

**3. November 15: applications and recommendations must be received by University Sabbatical Leave Committee**

- The USLC evaluates all forwarded proposals to assure they meet established University criteria and that the total number granted in any year would not adversely affect the institution's academic programs.
- The USLC informs each applicant whether the Committee recommends approval of the application, with concurrent notice of the decision to the department chair and dean.
- Appeals to the Committee shall be in accordance with procedures developed by the Committee. The Committee cannot recommend and/or entertain revised proposals that differ from those initially submitted.
- The ULSC submits its recommendations to the provost.

**4. December 15: applications and recommendations must be received by the Provost**

- The provost shall review and forward the USLC's recommendations, along with his own, to the Board of Trustees before the Board's first meeting after January 31.

**5. January 31: applicant will be informed of the provost's recommendation**

- The provost will inform the faculty member of the final recommendation.
- Following discussion with the President, the Provost submits final recommendations to the Board of Trustees for consideration at its next meeting.

Successful applicants will receive 75% of base salary for two semesters, depending upon the period approved for the leave; 25% of base salary will normally remain with the college. If the

sabbatical is for one semester only, the successful applicant will receive 100% of base salary. All teaching assignments through Western are precluded during the period of the sabbatical.

Deans and chairs have the responsibility to develop staffing plans for the department in response to student needs. Extremely limited funds exist to assist departments that cannot forgo the services of the faculty member. Request these funds separately, complete with justification. Thank you for your assistance and cooperation.

C:     Members, University Sabbatical Leave Committee  
       President, WMU  
       President, WMU-AAUP