

## MINI-SABBATICAL FELLOWSHIP PROGRAM

1. Purpose: The University agrees to provide a single three (3) ACE or four (4) ACE reduction of workload to Unit A faculty members for the purpose of encouraging professional projects, including grant applications, for the mutual benefit of the University and the employee. Applicants will be required to develop and submit applications for projects for the mini-sabbatical term.
2. Eligibility: In order to be eligible for a mini-sabbatical, applicants must agree to remain in a full-time position at WIU the semester following the mini-sabbatical term and have complied with all requirements, including a submission of a final report.
3. Quota: No more than 36 ACEs will be offered each year.
4. Mini-Sabbatical Proposal: The mini-sabbatical/grant-writing fellowship proposal shall include: (1) a summary of project; (2) a plan of activity; (3) a current vita and/or evidence of background/preparation in topic area, if appropriate; (4) expected grant funding source and estimate of funds (if applicable); and (5) a report from previous fellowships/mini-sabbaticals, if appropriate.
5. Procedures: Proposals shall be reviewed and processed according to established procedures. All procedures will be administered by the Office of the Provost. Proposals will be reviewed by a team of evaluators that will include: a representative of the Office of the Provost, a representative from the Center for Innovation in Teaching and Research, and one faculty representative from each college or division selected in consultation with UPI. Proposals shall be assessed in accordance with the following:
6. Priority: Merits of the activity to be performed (1) relevance of the proposal to the University's priorities (if applicable), and (2) the applicant's qualifications. Awards are subject to the approval of the Provost. Priority: If the number of acceptable mini-sabbaticals exceeds the number available, priority of award shall be determined based on (1) the proposal score, and (2) preference given to applicants who were not awarded a mini-sabbatical in the prior year.
7. Program Need: A mini-sabbatical may be deferred up to one (1) academic year if necessitated by program need. Notice of deferral must be given to the recipient upon notification of receipt of the mini-sabbatical. A deferral will not impact the number of mini-sabbaticals awarded the following year.
8. Reallocation of Workload: A recipient of a mini-sabbatical will receive a one course reduction (or equivalent) of workload. This reallocation of workload cannot place the member in an ACE overload for the academic year, nor shall it leave the member with a total ACE load greater than that which she/he was assigned during the immediately preceding academic year without faculty consent.

9. Report of Mini-Sabbatical: By the end of the first semester following the completion of the mini-sabbatical, the employee shall file a written account of activities and accomplishments as related to the goals and objectives stated in the proposal with the AVP. The report shall include: (1) a summary of the mini-sabbatical/project work accomplished; (2) and/or progress toward the completion of the project; and (3) a brief statement of the future benefit resulting from the mini-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 mini-sabbaticals. All mini-sabbatical reports shall be placed in the University archives.