University Policy & Eligibility:
http://www.washington.edu/admin/acadpers/faculty/paidprof_leave.html

Associate & Full Professors with seven years of continuous service are eligible to request Paid Professional Leave; seven years between sabbaticals.

UW Department of Anesthesiology & Pain Medicine Policy:
The Department will accept applications for Paid Professional Leave (sabbatical) every year for the following academic year from eligible faculty members. All applications will be reviewed by a committee composed of the Vice Chairs Director of the Mitochondria & Metabolism Center, and one additional senior faculty (associate professor or full professor) elected directly by the faculty for a 4-year term. Advice may be solicited from non-voting outside experts as needed to help make the most informed decisions possible. The committee's decision will then be forward to the Chair as a recommendation.

The Review Committee will take the following elements of a request under consideration to determine a recommendation to the Chair for approval of 1 or 2 sabbaticals in any given year, depending on available funds.

Guidelines for the Review Committee:
- Frequency of requests (priority given to those who have never had a prior sabbatical)
- Formal Program to attend – including outside funding sources (weighed very positively)
- Return on Investment – products produced, prestige of program, enhanced grant funding potential
- Novel/innovative goal of sabbatical
- Evidence/Product produced during sabbatical
- Transformational program
- Leadership role and Community Service to the Department
- Number of prior sabbaticals
- Ability to cover the faculty member’s clinical, research, administrative, or education commitments by another individual during the faculty member’s absence

Funding for sabbaticals from the Department will be structured:
Department will pay up to 67% of the UW salary (X only) up to a maximum of $100,000 a year for both clinical and basic science faculty. The $100,000 will be prorated if sabbatical duration is less than a year. For example, for faculty who take sabbatical leave for 6 months, the
maximum department paid salary will be $50,000. If the applicant secures outside grant support, which is designated for salary purposes, such funds may be applied to increase the faculty member's remuneration for the period of the leave to full base salary, and thereafter to reduce the University contribution. The combined remuneration of a person while on professional leave shall not exceed the individual's regularly established full base salary (X+Y base).

- Administrative supplements, IDP, SAC and other additional compensation components are not paid during a sabbatical, except in the case of the IDP payment is for work from the prior period of record.
- Faculty with tenure will use their tenure line as part of their salary during sabbatical. The department will pay the difference between 67% of UW salary (X only) and the tenure line. External grant funding may continue during sabbatical as long as the faculty member continues to work on the project (often this will be at reduced effort). All additional external funding must comply with University regulations.
- The Department will set aside $50,000 each year in a sabbatical fund to be used to pay for faculty sabbaticals. This will naturally limit the total number of sabbaticals possible over time unless faculty members seek external funding.

Per University policy, departure of the faculty member within 1 year of return from sabbatical requires full repayment of remuneration to the University.

*Note UW salary may be only part of a clinical faculty member’s salary (UWP/CUMG salary is not funded during sabbaticals since no UW clinical service work will be performed).

Requirements of Approved Recommendations to the Chair and Dean of School of Medicine:

Academic reports are required:
- Academic update report must be received by Chief of Service and Vice Chair for Clinical/Basic Research at the midway point of sabbatical.
- Faculty member must present information gained during sabbatical at Department Grand Rounds within the first 6 months of return.
- Activity report to the University and Department upon return is required within 6 month of return.

Procedures for Faculty applications:
1. Complete the UW AHR Application for Paid Professional Leave at least one year prior to the expected start of a sabbatical (Andrea McAuliff can help with application forms).
2. Compile the Department packet:
   - Provide your detailed plan for sabbatical period addressing how your sabbatical plan meets the Review Committee guidelines in memo form (not more than 2 pages) at to Review Committee and Chair:
     - Formal Program to attend – including outside funding sources
     - Return on Investment – products produced, prestige of program, enhanced grant funding potential
Novel/innovative goal of sabbatical
- Evidence/Product produced during sabbatical
- Transformational program plan
- Leadership role and Community Service to the Department

- Must include any outside funding sources (granted or in the application process), as well as detailed academic and research plans. Documentation of acceptance to a specific program, offer letter for visiting sabbatical professorships, and/or application to a defined program is required as a part of this plan. Offers from a publisher, outline of chapters for book, and other information will be requested if sabbatical is being requested in order to write a book; in this circumstance, support of salary from the publisher for the sabbatical year should be requested.
- Updated CV

3. Completed packets will be accepted in the Fall of each year until October 15 each academic year and the Review committee will convene in November.

NOTE: Submissions are required to be submitted at minimum 1 year in advance of the requested effective date. The University policy requires request and approval in the academic year prior to the requested effective date of paid professional leave.

Send complete application packet to Sheri Tokunaga, Assistant to the Chair, who will convene the Review Committee in November if applications are received for that period. Communication from Chair and Review Committee will be routed to the faculty applicant and the Department faculty personnel file.

Policy Approval

Adopted by vote of the faculty March 28, 2011, updated for clarity only March 20, 2012.
95 eligible voting faculty - 60 yes votes to approve, 3 no votes to approve and 2 abstained from voting.