

PURDUE UNIVERSITY FORT WAYNE

APPLICATION FOR SABBATICAL LEAVE

Before applying, please consult OAA Memorandum 05-5, *Sabbatical Guidelines for PFW Faculty Purdue University Mission* to determine eligibility and Senate Document SD 06-14, *Sabbatical Leaves*, along with your department or division document to determine criteria for granting a sabbatical leave.

Application:

- 1) The attached 2 page cover page and signature sheet *must be used*.
- 2) Prepare a narrative statement detailing your sabbatical project that is no more than five double-spaced pages with a font no smaller than 12 point. Address the following key components: the project, its objectives, the expected accomplishments, the significance, and the methods and/or plan of work you will use. Describe how the project will enhance your professional development.
- 3) Attach a copy of your department/division criteria for the granting of sabbatical leaves. (See SD 06-19 at <http://www.pfw.edu/dotAsset/216165.pdf>).
- 4) Attach a letter from your chair/dean or director and, if appropriate, from a relevant departmental or division faculty committee that has reviewed your application.
- 5) Attach your CV to the end of the narrative. **CV should not exceed two pages.**
- 6) If applicable, attach a letter or email from external collaborators showing that you have contacted collaborators to make arrangements.
- 7) If applicable, attach a letter or email from the directors of any external facilities to which access is required showing that you have contacted and are making the necessary arrangements.
- 8) Attach a copy of letters of IRB approval or show that you are taking steps to secure IRB approval, if applicable.
- 9) Attach a copy of your most recent sabbatical report or if the report is not available address in no more than two pages the project and outcome of your previous sabbatical.

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Applicant:

Department:

FTE:

Month and year tenure granted:

Date of last sabbatical:

Title of Proposed Sabbatical Project:

Expected start date of sabbatical:

Expected end date of sabbatical:

Location of proposed sabbatical activities:

List of collaborators (if applicable):

This is an application for:

(Refer to OAA Memo 05-5 at:
<http://www.pfw.edu/dotAsset/08b87f03-7a1f-4719-bc33-2891018f7062.pdf>)

Academic year faculty & librarians:

One Semester at Full Pay

One Semester at Half Pay

Two Semesters at Half Pay

Two Semesters at One-Quarter Pay

*Fiscal year faculty & librarians:

Six Months at Full Base Pay

Six Months at Half Base Pay

One Year at Half Base Pay

One Year at One-Quarter Base Pay

***administrative supplements, if applicable, will be removed for the sabbatical leave period**

Obligations of the Faculty Member:

(1) Any member of the Purdue University Fort Wayne faculty taking sabbatical leave of absence thereby obligates him/herself to return to the University and continue service for at least one additional academic/fiscal year, **or for two academic/fiscal years if returning as a Purdue University faculty member under the partial retirement plan.** In the event of breach of this obligation, the faculty member is obligated to reimburse the University for all compensation (including cost of fringe benefits paid during the period of sabbatical leave).

(2) The faculty member is also **obligated to submit a special report covering his/her professional activities during the sabbatical leave (see sabbatical report form at <http://www.pfw.edu/dotAsset/d863270e-0a52-489d-805e-b523d67d25ff.pdf>)**. This report must outline how the sabbatical period was used, what outcomes were achieved, and indicate further outcomes that are expected as a result of the sabbatical project (see SD 06-14 at <http://www.pfw.edu/dotAsset/216145.pdf>). The report should be submitted within 6 months following the sabbatical leave period and include, where appropriate, an explanation of significant changes from the original proposal and the result of those changes.

The report should be submitted to and signed by the department chair and the school / college dean, who then sends it to the Vice Chancellor for Academic Affairs.

In signing this application, the applicant signifies that he/she has read and agrees with these conditions.

Signature: _____ Date: _____

Chairs and Deans:

Please forward this application to the Office of the Vice Chancellor for Academic Affairs through the appropriate administrative offices. Attach written recommendations related to this sabbatical leave application from relevant departmental or division faculty committees (See [SD 06-14](#) and [SD 06-19](#)).

Approved: _____ Date: _____
Department Chairperson

Approved: _____ Date: _____
Dean / Division Director