

TO: Regular Faculty

FROM: Carl N. Drummond
Provost and Vice Chancellor for Academic Affairs

DATE: August 18, 2025

SUBJECT: Call for 2026-2027 Sabbatical Leave Requests

The final deadline for submitting sabbatical applications and all supporting documents is **FRIDAY, OCTOBER 3, 2025**. Tenured Instructors, Assistant Professors, Associate Professors, and Professors who meet eligibility requirements are invited to apply.

PLEASE READ IMMEDIATELY

Process for Applicants

- Colleges and Schools will be managing the sabbatical leave application process to ensure the final application deadline is met
- Review the documents below and verify your sabbatical leave eligibility. Contact Julie Meyer yoderj@pfw.edu in the Office of Academic Affairs for questions regarding sabbatical eligibility
- After reviewing the documents and verifying eligibility, immediately notify your Dean and Department Chair in writing that you are applying for sabbatical
- The Dean will forward your written request to Connie Kracher in the Office of Academic Affairs, who will create a OneDrive folder for you to upload documents. When you receive an email notification from AVCR Kracher, open it immediately and bookmark the OneDrive folder in your browser
- It is important for applicants to upload your materials to OneDrive early enough to allow time for all levels of review
- The Department Chair will be uploading both their letter and the Department Committee's letter
- The FINAL sabbatical application form must be signed by the 1) applicant, 2) Department Chair, and 3) Dean before the College/School uploads it to OneDrive. It is recommended Colleges/Schools use DocuSign and then upload the PDF in OneDrive
- For more details, review the [Office of Academic Affairs Sabbatical Leave of Absence](#) website

Documents:

- [Operating Procedures for Sabbatical Leave Requests](#) [OAA Memo 24-01]
- Sabbatical Policy [SD22-7.approved.pdf \(pfw.edu\)](#)
- Rubric for Sabbatical Application Reviews and Senate historical data [SD23-6.approved.pdf](#)

Required Training:

- All Purdue researchers must complete both [Purdue Responsible Conduct of Research \(RCR\)](#) trainings
- If applicants have not already done so, they will need to complete the following two RCR trainings:
 - 1) Online [General RCR training through CITI Program](#) (not other CITI trainings)

2) Online Discipline-Specific (Field) RCR training. Register immediately for one of the [Purdue West Lafayette online workshops](#) scheduled September 19 from 10 am-12 pm or October 3 from 1-3 pm

- Applicants will upload proof of both RCR trainings to OneDrive:
 - 1) A copy of your current CITI Program General (Basic) RCR Training certificate
 - 2) A screenshot of your Discipline-Specific (Field) Training where you self-reported at least two contact hours of RCR Discipline-Specific Training in your Purdue Career Account. Log into your Purdue Career Account and click on the My RCR Training tab at the top of the page. If you just completed the PWL online training workshop, you may upload email confirmation from PWL as proof that you've completed their online workshop

Process for Department/Division Committees

- Colleges and Schools will be managing the sabbatical leave application process to ensure the final application deadline is met
- Sabbatical Policy SD 22-77 states sabbatical applications must be reviewed by a Department or Division Committee. If the Department/Division does not have criteria, the Department/Division faculty will need to create it. Contact peer Departments/Divisions for examples if needed
- The Department/Division Chair will upload the department's sabbatical criteria to OneDrive
- The Department/Division Committee Chair will send the Committee's letter to the Department Chair to upload to OneDrive
- For more details, review the [Office of Academic Affairs Sabbatical Leave of Absence](#) website

Process for Department Chairs and Deans

- Colleges and Schools will be managing the sabbatical leave application process to ensure the final application deadline is met
- The Office of Academic Affairs has created a OneDrive folder for each of the Colleges/Schools
- After the applicant reviews the sabbatical documents and verified their sabbatical eligibility, they will immediately notify their Dean and Department Chair in writing that they are applying for sabbatical
- The Dean will forward the applicant's request to Connie Kracher kracher@pfw.edu in the Office of Academic Affairs, who will create a OneDrive folder for the applicant, Department Chair, and College/School to upload sabbatical application materials
- When the Department Chair, Dean, and College/School administrative staff receive an email notification from Connie Kracher, open it immediately and bookmark the OneDrive folder in the browser
- The Department Chair (or Dean if the Chair is the applicant) should include in their letter how the applicant's teaching will be covered while they are on sabbatical and then upload the letter to OneDrive
- The FINAL sabbatical application form must be signed by the 1) applicant, 2) Department Chair, and 3) Dean before the College/School uploads it to OneDrive. It is recommended Colleges/Schools use DocuSign and then upload the PDF in OneDrive
- For more details, review the [Office of Academic Affairs Sabbatical Leave of Absence](#) website