

Operating Procedures for Purdue Fort Wayne Sabbatical Leave Requests

The following eligibility requirements and procedures are in support of Purdue University's policy on Sabbatical Leaves (I.A.5) and are in compliance with SD 06-14, SD 06-19, and the Application for Sabbatical Leave.

Eligibility

For tenured academic-year faculty members, sabbatical leaves may be granted as follows:

1. After a minimum of six semesters of service: one semester at half pay.
2. After a minimum of 12 semesters of service: one semester at full pay or two semesters at half pay, with pay adjusted proportionately for intermediate periods.¹
3. After a minimum of 18 semesters of service: one semester at full pay and one semester at half pay, with pay adjusted proportionately for intermediate periods.¹
4. After a minimum of 24 semesters of service: two semesters at full pay.^{1,3}

For tenured fiscal-year faculty members, sabbatical leaves may be granted as follows⁴:

1. After a minimum of three years of service: six months at half pay.
2. After a minimum of six years of service: six months at full pay or up to one year at half pay, with the pay adjusted proportionately for intermediate periods of time.^{1,2}
3. After a minimum of nine years of service: nine months at full pay.²
4. After a minimum of 12 years of service: 12 months at full pay.^{1,2,3}

As each sabbatical ends, a new waiting period begins.

¹A two-semester or yearlong sabbatical may be split (e.g., taken during two fall semesters or two spring semesters) may not extend beyond 18 months.

²Faculty who have been in a fiscal-year appointment for at least three years and who were in an academic-year appointment immediately preceding may be eligible for the sabbatical leave period as described. Faculty whose fiscal-year appointment has been for less than three years are eligible for sabbatical leave on the same basis as academic-year faculty. Conversely, faculty who are moving or have recently moved from a fiscal-year appointment to an academic-year appointment should negotiate the terms of their sabbatical with their chair, dean, and the VCAA.

³Given financial cost to the university, a limited number of full year/full pay sabbaticals will be granted in any one fiscal year. Faculty may not take a research leave in the year following a sabbatical leave.

⁴Administrative supplements, if applicable, will be removed during the sabbatical period.

Procedures for the Sabbatical Leave Request

- 1) The following documents are required for a sabbatical leave request to be considered:
 - a) A narrative statement detailing the sabbatical project (no more than five pages, double-spaced with a font no smaller than 12 point). The statement should address the following

key components:

- goals for the sabbatical
 - methods and/or plan of work you will use
 - demonstrate the significance of the project and include references
 - proposed use of the applicant's time during the sabbatical period
 - outline of the type of evidence that will be used to demonstrate how your goals will be achieved (expected accomplishments/outcomes)
 - describe how the project will enhance your professional development and support the mission of Purdue Fort Wayne
- b) An abbreviated CV (no more than 4 pages), which includes publications and evidence of other scholarly activities in the previous five years. **Note:** [OAA Memo 99-1 Promotion and Tenure Dossier Format Guidelines](#) can be used as a guide when providing other examples of scholarly activity.
- c) A copy of your department/division criteria for the granting of sabbatical leaves. (See [SD-0619](#)).
- d) An Application for Sabbatical Leave signed by the applicant, Chair, and Dean, recognizing the responsibilities of faculty members granted sabbatical leave including:
- i. Returning for at least one academic year following the completion of the sabbatical or reimbursing the University for all compensation, including cost of fringe benefits paid during the period of sabbatical leave.
 - ii. Submitting a sabbatical report to your Chair within three months of returning, covering your professional activities during the sabbatical leave. The Chair will forward the report to their Dean, who will forward it to the Office of Academic Affairs. **Note:** applicants are ultimately responsible for retaining a copy of their last sabbatical report in a secure location to submit for their next sabbatical leave request. Faculty who fail to submit a report are not eligible for future sabbaticals.
- e) If applicable, the following additional documents should be submitted with the signed Application for Sabbatical:
- i. A letter from the relevant departmental or division faculty committee that has reviewed your application.
 - ii. A letter or email from external collaborators showing that you have contacted collaborators to make arrangements and/or letters or emails from the directors of any external facilities to which access is required showing that you have contacted and are making the necessary arrangements.

- iii. A copy of letters of IRB approval or show that you are taking steps to secure IRB approval.
 - iv. A copy of your most recent sabbatical report. Applicants who have had a previous sabbatical must provide this report in their application. **Note:** applicants are ultimately responsible for retaining a copy of their last sabbatical report in a secure location to submit for their next sabbatical leave request. Please do not request past reports from the Office of Academic Affairs.
- f) Faculty applying for sabbatical leave must also read, agree to, and submit all applicable requests and forms through Purdue University's Office of the Executive Vice President for Research and Partnerships (EVPRP) and the Office of the Vice President for Ethics and Compliance:
- i. [Conflicts of Commitment and Reportable Outside Activities \(III.B.1\)](#)
 - ii. [Individual Financial Conflicts of Interest \(III.B.2\)](#)
Questions: contact the Purdue Fort Wayne AVC of Human Resources and Office of Institutional Equity for non-research and Purdue Fort Wayne OAA University Research and Innovation for research. Email: research@pfw.edu
 - iii. [Intellectual Property \(I.A.1\)](#)
Questions: contact the Purdue Fort Wayne Office of Engagement.

Refer to the Purdue University [employee decision tree](#) for disclosure of research related financial interests and entrepreneurship activities.

Note: applications that are late, incomplete, and/or not in procedural compliance will not be considered for that academic year.

- 2) Chair/Director will review the sabbatical application and provide a letter that includes how teaching responsibilities will be covered.
- 3) The Professional Development Subcommittee (PDS) of the Senate will review all sabbatical applications and make a recommendation to the Vice Chancellor for Academic Affairs. **Note:** PDS members are not necessarily experts in your disciplinary field. Please write your proposal for the educated lay audience.
- 4) The Vice Chancellor for Academic Affairs makes the final decision about sabbatical leave applications.
- 5) Faculty approved for sabbatical leave are expected to familiarize themselves with the policy on [Travel for University Business \(II.A.3\)](#) and its associated travel regulations. University

funds may not be used for personal or family travel to or from the location of the sabbatical. Faculty may travel for university business while on sabbatical.

- 6) Faculty approved for sabbatical leave are required to submit their sabbatical leave request in Success Factors through the Time Off tile on your Success Factors homepage. The Office of Academic Affairs will send you directions on how to submit your request in Success Factors.

Effective 7/1/2022



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