

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 22-7 and SD 23-6.

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 pay²
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 provost.

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

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

Eligible faculty will be uploading their documents to Microsoft Office 365 OneDrive. It is important for applicants to upload their application and required documents to OneDrive early enough to allow time for all levels of review by the application deadline.

- 1) The following documents are required for a sabbatical leave request to be considered:
 - a) Upload your 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 primary components:
 - Goals and significance of the project, which must include scholarly references
 - Methods, procedures, or creative approach to be applied
 - A plan of work for how applicant will use their sabbatical leave
 - Expected outcomes that will measure success
 - A description of how the project will enhance applicant's professional development
 - A statement that discusses the applicant's scholarly productivity in recent years
 - b) Upload your CV demonstrating scholarly productivity, since the time of hire for first sabbaticals or since the last sabbatical for second and subsequent sabbaticals, with emphasis placed on accomplishments during the immediately preceding past 5 years. If the applicant deems significant service, administration, or teaching overload have impacted their productivity it is their responsibility to fully describe those activities and their impact. Applicants may wish to use the [OAA Memo 99-1 Promotion and Tenure Dossier Format Guidelines](#) as a guide when providing other examples of scholarly activity.
 - c) Upload a copy of your department or division criteria for the granting of sabbatical leaves ([SD 22-7](#)).
 - d) A letter from the department or division faculty committee that has reviewed your application and made a written recommendation to the appropriate administrator at that level will be uploaded to OneDrive ([SD 22-7](#)).
 - e) Upload your *Application for Sabbatical Leave* form signed by the applicant, Chair, and Dean via DocuSign. Note the form includes policies regarding the applicant's 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.
- f) The following additional documents should be uploaded if applicable:
- i. 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.
 - ii. A copy of letters of IRB approval or show that you are taking steps to secure IRB approval.
 - iii. 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.
- g) Researchers at all Purdue campuses must complete [Purdue's Responsible Conduct of Research \(RCR\) Training](#) (RCR). Researchers who have not already completed the two RCR trainings must complete the following: 1) RCR General (CITI) and 2) RCR Discipline-Specific (West Lafayette online workshop). See the link above for more details.
- h) 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.

The Department Chair will review the sabbatical application and provide a letter of support that demonstrates support for the significance of the applicant's proposed sabbatical project, evidence of ongoing scholarly work, and how this project differs or builds upon past sabbaticals. The Chair should also include in their letter how teaching responsibilities will be covered.

- 2) Members from the Senate Faculty Affairs Committee will review all sabbatical applications and make a recommendation to the Provost and Vice Chancellor for Academic Affairs. Note: committee members are not necessarily experts in your disciplinary field. Please write your proposal for the educated lay audience.
- 3) The Provost and Vice Chancellor for Academic Affairs makes the final decision about sabbatical leave applications. Denied applications will be given clear and individualized explanations for the rejection of the application. The decision process is strictly the responsibility of the Provost and Vice Chancellor and the Office of Academic Affairs, not the Senate Faculty Affairs Committee.
- 4) 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.
- 5) 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.

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