



2025 APPLICATION FOR SABBATICAL LEAVE 2026-27

Please review the following:

1. Purdue Fort Wayne [Sabbatical Leave of Absence](#) website
2. Your Department or Division's sabbatical leave criteria

Applications and other required documents must be uploaded to Microsoft Office OneDrive as soon as possible to meet the sabbatical application deadline. Follow the detailed instructions in the Provost's Call that was emailed to tenured faculty by the Office of Academic Affairs at the beginning of the Fall semester. Should you have questions regarding sabbatical eligibility email Julie Meyer at yoderj@pfw.edu

Mandatory Training for Purdue Researchers

Purdue University requires all researchers complete both Responsible Conduct of Research (RCR) trainings. If you have not already done so, complete the [CITI RCR General \(Basic\) Training](#) and [Purdue RCR Discipline-Specific \(Field-Specific\) Training Workshop](#). See the Provost's Call for more details.

PURDUE UNIVERSITY FORT WAYNE

APPLICATION FOR SABBATICAL LEAVE

Applicant Name:

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:

Academic year faculty & librarians:

- ☐ One Semester at Half Pay ☐ One Semester at Full Pay ☐ Two Semesters at Half Pay
☐ One Semester at Full Pay & One Semester at Half Pay ☐ Two Semesters at Full Pay

Fiscal year faculty & librarians:

- ☐ Six Months at Half Pay ☐ Six Months at Full Pay ☐ One Year at Half Pay
☐ Nine Months at Full Pay ☐ 12 Months at Full Pay

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

(1) Return to the University Post-Sabbatical

- one additional academic/fiscal year
- two academic/fiscal years, if returning as a Purdue University faculty member under the partial retirement plan

(2) Sabbatical Report

- how the sabbatical period was used
- what outcomes were achieved
- if your activities differed from your proposed activities in the sabbatical request, what outcomes were achieved during the sabbatical period
- indicate further outcomes that are expected as a result of the sabbatical project e.g., manuscripts in progress, future presentations planned, external funding opportunities to support future research activities, etc.

Your Sabbatical Report must be submitted within 3 months to the Department Chair. The Chair and Dean will sign the Sabbatical Report form. The Dean will then forward it to the Vice Chancellor for Academic Affairs.

Approved: _____ Date: _____
Dean