

TO: Tenured Faculty

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

DATE: August 25, 2026

SUBJECT: Call for 2027-2028 Sabbatical Leave Requests



The deadline for submitting sabbatical application and all supporting documents is **FRIDAY, OCTOBER 2, 2026**. Tenured Instructors, Assistant Professors, Associate Professors, and Professors who meet eligibility requirements are invited to apply.

PLEASE READ IMMEDIATELY

Application packets that are late, incomplete, and/or not in procedural compliance will not be considered for that academic year. We will not be using OneDrive. We have returned to paper packets.

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 Lake 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 applicant will submit their application packet with all required documents to their Department Chair (or to the Dean if they are a Chair). **Refer to *OAA Memorandum 24-01* for detailed guidance on what is required in the sabbatical leave packet:**
 - Sabbatical Application signed by applicant
 - Sabbatical Narrative
 - CV – provide at least last five years of peer-reviewed publications, national/international presentations, and other evidence of research productivity
 - Department/Division's Sabbatical Leave Criteria
 - Proof of CITI RCR General (Basic) Training – see details on the next page
 - Proof of at least two contact hours of RCR Field-Specific (Discipline-Specific) Training – see details on the next page
 - Report from last sabbatical leave, if applicable. Note: if the applicant cannot find their last report, they will need to recreate it. Find the form on the sabbatical website and pull details from your CV to recreate the report

Sabbatical Leave Website and Support Documents:

- [Office of Academic Affairs Sabbatical Leave of Absence](#) website
- [Operating Procedures for Sabbatical Leave Requests](#)
- Sabbatical Policy [SD22-7.approved.pdf \(pfw.edu\)](#)
- Rubric for Sabbatical Application Reviews and Senate historical data [SD23-6.approved.pdf](#)

Required Research 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-Specific) RCR training. Register immediately for one of the [Purdue West Lafayette online workshops](#) scheduled September 18 2026, from 10 am-12 pm or October 9, 2026, from 10 am -12 pm
- Applicants will provide proof of both RCR trainings in their application packet:
 - 1) A copy of the CITI General (Basic) RCR Training certificate
 - 2) A screenshot of the Discipline-Specific (Field-Specific) Training, showing at least two contact hours of RCR Discipline-Specific Training. To find this information, go to the Purdue [Responsible Conduct of Research - Office of Research](#) website, scroll down to the “Tracking your RCR Training” and click on the hyperlink. Log into your Purdue Career Account. Click on the “My Research Training” tab at the top of the page. Note: if you just completed the PWL online training workshop, you may include email confirmation from PWL as proof that you’ve completed their online workshop. If you are registered for a workshop after the sabbatical deadline, please include a copy of the email confirmation. Note: the sabbatical packet will still be reviewed by the campus peer review committee. However, Provost approval cannot occur until we have proof that the RCR Discipline-Specific (Field -Specific) training was completed. Please forward proof to Julie Lake and Connie Kracher
- For questions contact Connie Kracher, Associate Vice Chancellor for Research, kracher@pfw.edu

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 Committee Chair will send the Committee’s letter to the Department Chair to include in the sabbatical application packet
- 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
- 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 Department Chair will review the packet, sign the Application Form, add their letter of support (including how they will cover the faculty’s courses), and the Department Committee’s letter to the packet. The Chair will forward the packet to the Dean
- The Dean will review the packet and sign the Application Form, ensuring all three signatures are present 1) Applicant, 2) Department Chair, and 3) Dean. If applicant is a Chair, Dean will sign twice
- The Dean will then forward their unit’s sabbatical packets to Julie Lake, OAA, Kettler 173 by Friday, October 2, 2026
- For more details, review the [Office of Academic Affairs Sabbatical Leave of Absence](#) website