

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 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 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.

Applicants please review the Purdue [Sabbatical Leaves \(I.A.5\) | Policy Office](#) website.

Policies and Other Procedures

- [Academic Tenure and Promotion \(I.B.2\)](#)
- [Conflicts of Commitment and Reportable Outside Activities \(III.B.1\)](#)
- [Travel for University Business \(II.A.3\)](#)
- [Research / Instructional / Engagement Leaves](#)
- [Intellectual Property — Purdue Office of Research](#)

Researchers use the [Employee Decision Tree for Disclosure of Research Related Financial Interests and Entrepreneurship Activities - Office of Research](#) to determine if you need to complete additional disclosures beyond the annual requirements listed below.

If applicants have not already completed these requirements, log into [Purdue Excellence in Research Administration \(PERA\)](#) for accessing the following modules:

- Conflict of Interest (COI)/Conflict of Commitment (COC). Reminder this is an annual Reportable Outside Activity (ROA) requirement for all Purdue employees
- Research Security and Export Control. Reminder this is an annual requirement of all Purdue researchers
- IRB (Institutional Review Board) Purdue's Human Research Protection Program (HRPP) if applicable

NEW effective May 1, 2026: employees who are planning to travel domestically or internationally for university business (paid/unpaid), must complete a PFW Travel Request Form. Contact your Business Manager for the form.

Procedure to Request Sabbatical Leave

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

Starting with Fall 2026, OAA will no longer be using OneDrive. Eligible faculty will be completing a paper copy packet as we have done in the past. It is important for applicants to complete their application packet early enough to allow time for all levels of review by the application deadline.

- 1) The following documents are required in your application packet for a sabbatical leave request to be considered:
 - 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 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) 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 the faculty's responsibility to fully describe those activities and their impact. Applicants may wish to use *OAA Memo 99-1 Promotion and Tenure Dossier Format Guidelines* as a guide when providing other examples of scholarly activity. To find it go to the [Office of Academic Affairs Official Memoranda](#) website and click on Reappointment/Tenure/ Documentation.
- c) Department or Division Criteria for the granting of sabbatical leaves.
Note: every department was required by the Senate to establish criteria. To learn more about (*SD 22-7*) go to the [Senate](#) website and click on Documents and 2022-23.
- d) A letter from the Department or Division Faculty Committee that has reviewed the application packet and made a written recommendation to the Department Chair or School Director (*SD 22-7*). If the applicant is a Chair or Director, the Committee letter will be addressed to the Dean.
- e) Application Form completed and signed by the applicant. Later this form will be signed by the Chair/Director and Dean. If the applicant is a Chair/Director, the Dean will sign twice. Note the application 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/Director within three months of returning, covering your professional activities during the sabbatical leave. The Chair/Director 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) Additional documents if applicable:
- i. A copy of the applicant's 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. If the applicant cannot find their last report, they may recreate one. See the Provost's call for more details.
 - 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 approvals from the Institutional Review Board (IRB) Purdue's Human Research Protection Program (HRPP) or provide evidence that you are taking steps to secure approval.
- g) All Purdue researchers must complete [Purdue's Responsible Conduct of Research \(RCR\) Training](#). For those who have not completed the Responsible Conduct of Research training, there are two requirements:
- 1) RCR General (Basic) Training through CITI
 - 2) RCR Discipline-Specific (Field-Specific) Training through Purdue West Lafayette. They offer monthly online RCR Discipline-Specific Training workshops. See the Provost's call for more details.
- 2) The Department Chair/School Director 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/Director should also include in their letter how teaching responsibilities will be covered.
 - 3) Members from the Senate Faculty Affairs Committee or delegates approved by the Senate 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.
 - 4) 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.

- 5) Reminder: 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 Purdue Success Factors through the “Time Off” tile on their homepage. The Office of Academic Affairs will send faculty directions on how to submit their request in Purdue Success Factors.

Effective 8/1/2026



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