## Request Form for Sabbatical Leave during the 2024-2025 Academic Year

*We recommend filling out the form electronically as the fields are expandable and offer more room for information.*

### Procedures

All components of the sabbatical leave request form must be submitted to the department, center, or dean’s office (as appropriate) for evaluation prior to consideration by the University Committee on Sabbatical Leaves. Below you will find each component of the form outlined:

### Instructions

* Make time to have a conversation with your department chair, director, or dean (as appropriate) to secure their endorsement of your plans to apply for a sabbatical during the academic year 2024–2025.
* Complete the **Sabbatical Leave Request** Form found at the end of this document.
* Forward all documents, listed below, electronically to the initial review unit (department, research unit, or dean’s office of schools without departments) to meet its stated submission deadline.
* In addition to the required application documents, applicants shall provide the initial level review committee with any additional materials that might be needed to complete the initial level review such as teaching evaluations not stored by the department.
* Any eligible faculty or academic staff member may apply for a sabbatical leave without the endorsement of the departmental chairperson, dean, or director. Such applications must reach the Office of the Provost by **Friday, September 1, 2023, at 5 p.m.**, and will be referred to the appropriate department/unit and/or school for comment. They will be treated in the same manner as other sabbatical leave applications.

### Application Documents

The following documents make up a completed sabbatical application:

1. The Sabbatical Leave Request Form, including the Sabbatical Plan
2. The Sabbatical CV
3. Report of Activities from Previous Sabbatical(s) – if applicable

### Sabbatical Leave Request Form, including Sabbatical Plan

1. **Sabbatical Leave Request Form:** Consists of two pages and is completed by the applicant.
2. **Sabbatical Plan:** This document should be no more than five double-spaced pages. You may add additional pages for references, tables, figures, letters of invitation, etc.

***The 5-page sabbatical plan should include the following elements:***

A. A description of the activities proposed for the sabbatical and the outcomes of those activities.

B. Statement of the value and benefits of the outcomes to the applicant’s professional development, as well as to the department/unit, school/college, and university.

C. Location of the sabbatical and its importance to accomplishing the goals of the sabbatical (e.g., availability of specialized equipment or research collections, opportunity to collaborate with noted scholars, etc.).

D. Evidence establishing the feasibility of the sabbatical plan, including the expertise of the applicant and preliminary work that will increase the likelihood of accomplishing the goals.

**NOTE*:*** *The more precise the description of the proposed activities, the easier it will be for committee members to evaluate their significance and the likelihood that the applicant will be able to complete them during the sabbatical period. Projects for which the applicant has done little preparation or which have little structure and many unpredictable contingencies create concerns about the value and feasibility of the sabbatical plan. A clear plan with a reasonable timeline helps to reduce such concerns. Plain language is also important. The value of the proposed activity should be apparent to every member of the committee, regardless of disciplinary affiliation. Finally, it is advisable to include letters of invitation from sabbatical host institutions as addenda to the application.*

### Sabbatical CV

The CV document includes the following elements:

* Education (degrees, dates, institutions)
* Current Academic Appointment
* Honors
* Research/Creative Activity ***in the last five years***
  + Publications (published and in press) by category (e.g., books, articles, reviews, etc.), Performances/Exhibits by category (major, minor) , etc.; Indicate which publications/performances/exhibits have been refereed or juried
  + External Funding (Awarded and Under Review only)
  + Scholarly Presentations ***in last five years***; indicate which were invited and which refereed.
* Courses taught ***in last five years***
* Graduate and Undergraduate Committees Chaired ***in the last five years*** (undergraduate honors, masters, and doctoral)
* Professional Service ***in the last five years*** (including service to professional organizations)
  + Department/School
  + University
  + Regional
  + National
  + International

The specific format for the CV is at the discretion of the individual as long as the required elements can be easily identified, including information regarding refereed or juried scholarly activities.

**NOTE:***Some sections only require information from the last five years.*

**NOTE:** *Save the Updated CV as a separate document with the filename: Lastname, FirstInitial Sab CV.pdf*

### Report of Activities from Previous Sabbatical(s) – if applicable

Include the report(s) you submitted following your previous sabbatical leave(s), if applicable. Save all the reports as one file with the filename: ***Lastname, FirstInitial PreviousSab.pdf***

**Joint Appointments:**

Faculty who hold joint appointments prepare only one set of candidate documents (Sabbatical Leave Request, Sabbatical Plan, Sabbatical CV, and Report of Activities from Previous Sabbaticals). The material should be submitted to the primary unit. The primary department/unit is responsible for collecting the Initial Level Evaluation, all three pages (make sure it is signed) from the secondary unit. Following the initial review, the primary department/unit is responsible for forwarding all the application and evaluation documents to the office of the appropriate Dean and/or Office of Research Vice Chancellor.

### Submission

1. Your unit will publish the submission deadline and preferred method of transmission to the unit committee. Deadlines will vary depending on the unit, so be sure to confirm the date with your unit’s administrative staff.
2. Any eligible faculty or academic staff member may submit an application for a sabbatical leave without the endorsement of the departmental chairperson, dean, or director. Such applications must reach the Office of the Provost by **Friday, September 1, 2023, at 5 p.m**., and will be referred to the appropriate department/unit and/or school for comment. They will be treated in the same manner as other sabbatical leave applications.

### Questions

Please contact the Office of Faculty Affairs at 785-864-6489 or send an email to: [facultyaffairs@ku.edu](mailto:facultyaffairs@ku.edu).

## Sabbatical Leave Request Form

### Employee Information

|  |
| --- |
| **Full Name**: |
| **Rank**: |
| **Employee ID**: |
| **Department**: |
| **School:** |
| **Years of Full-Time Appointment since last sabbatical of initial appointment**: |

Note: Applicants Must Be:

1. A full-time tenured faculty member on regular appointment by the start of the Sabbatical Leave period and
2. Have served for a period of six years or longer at one or more of the State of Kansas Regent’s institution of higher education at the time the sabbatical is taken. Eligibility will be strictly enforced.

### Request Form

**Period of Sabbatical Leave Requested (choose one below)**

#### 9-Month Appointment

Fall Semester, Full Pay

Spring Semester, Full Pay

Full Academic Year, Half Pay

OR

#### 12-Month Appointment

|  |  |
| --- | --- |
| \*11 Pay Periods, Full Pay |  |
| \*23 Pay Periods, Half Pay |  |

\*Provide actual dates. The beginning date must be the start of a bi-weekly pay period; and the period of leave CANNOT cross fiscal years.

|  |  |
| --- | --- |
| 1. **Proposed Location During Sabbatical Leave:** |  |
| 1. **Title of Proposed Project:** |  |

|  |
| --- |
| 1. **Provide a brief abstract of Proposed Sabbatical Activity (not to exceed 150 Words):** |
|  |

|  |  |
| --- | --- |
| 1. **Emphasis of Proposed Activity is: (Choose One)** |  |
| Primarily Research |  |
| Primarily Instructional Enhancement |  |
| Both Research and Instructional Enhancement |  |
| 1. **Dates of Previous Sabbatical Leave(s), if any:** |  |
| 1. **Dates of other leaves:**   *(e.g., intra-university professorships, external fellowships, leave with pay arrangements)* |  |

|  |
| --- |
| 1. Attach full statement describing the proposed Sabbatical Plan (five-page limit, plus references, tables, figures, letters of invitation, etc.\*) Save this document and the Plan as: **LastnameFirstInitialSabLeaveRequest.pdf** |
| 1. Attach an updated CV. Save with the filename: **LastnameFirstInitialSabCV.pdf** |
| 1. If applicable, attach the one-page report of activities from previous sabbatical leave(s). Save in one document with the filename: **LastnameFirstInitialPreviousSab.pdf** |

### Compliance with University Regulations for Research Projects

Check the boxes that apply to your sabbatical. Please include any approvals you have already received.

Human Subjects (Research Integrity)

|  |  |  |
| --- | --- | --- |
| Does this project involve human subjects? | Yes | No |
| If yes, have you applied for approval from the Human Subjects Committee? | Yes | No |
| Have you received HSCL approval? (If yes, attach approval) | Yes | No |

Animal Research (Institutional Animal Care and Use)

|  |  |  |
| --- | --- | --- |
| Does this project involve animal subjects? | Yes | No |
| If yes, have you applied for approval from the Institutional Animal Care & Use Committee? | Yes | No |
| Have you received approval? (If yes, attach approval) | Yes | No |

Radiation and Laser (Office of Radiation and Laser Safety)

|  |  |  |
| --- | --- | --- |
| Does this project involve radiation, x-rays, or laser use? | Yes | No |
| If yes, have you applied for approval from Radiation Safety? | Yes | No |
| Have you received approval? (If yes, attach approval) | Yes | No |

KU Field Station

|  |  |  |
| --- | --- | --- |
| Does this project involve the use of the KU Field Station? | Yes | No |
| If yes, have you applied for approval from the KU Field Station? | Yes | No |
| Have you received approval? (If yes, attach approval) | Yes | No |

Hazardous Materials

|  |  |  |
| --- | --- | --- |
| Does this project involve biohazards or hazardous chemicals? | Yes | No |
| If yes, have you applied for approval from Environment and Health Safety? | Yes | No |
| Have you received approval? (If yes, attach approval) | Yes | No |

Recombinant DNA

|  |  |  |
| --- | --- | --- |
| Does this project involve Recombinant DNA? | Yes | No |
| If yes, have you applied for approval from Institutional Recombinant DNA Committee? | Yes | No |
| Have you received approval? (If yes, attach approval) | Yes | No |

**All approvals must be received prior to your sabbatical leave, and documentation of the approvals must be submitted to our office by Monday, May 13, 2024.**