

INFORMATIONAL SHEET FOR SABBATICAL LEAVE REQUESTS FOR SUPPORTIVE PROFESSIONAL STAFF

8.41 Sabbatical leaves shall ordinarily be limited to tenured faculty members and non-temporary supportive professional staff members.

Sabbatical Leave Requests Due to Provost Office - October 9, 2009

All forms are available online at www.niu.edu/provost/resources/index.shtml. Request for Sabbatical Leave form is available under the Human Resource Services page (<http://www.hr.niu.edu/resources/forms.cfm>) and then scroll down to Authorization and Security.

Submit to the Provost Office: One (1) original, not stapled. **COPIES ARE NO LONGER NEEDED.**

The University Council Personnel Committee (UCPC) must review **all sabbatical** requests – approved or unapproved; therefore, please send **sets in ranked order**. Each sabbatical application must have a vita attached. Please remind applicants applying for sabbaticals to fill out **all** sections of the sabbatical request, especially the synopsis paragraph (Item I). The Board of Trustees can call for a review of sabbatical requests at any time and Item I is what the Board wants to see. All sabbatical proposals must follow the required format as outlined in the instructions with the sabbatical application form (Items II-VII).

A first sabbatical leave shall be granted only to a staff member who has completed five years of full-time service **by the time the leave begins**. To be eligible for a subsequent sabbatical leave, a staff member must have completed full time service for six years (i.e., 72 months) since the end of his or her most recent sabbatical leave (PLEASE CHECK THESE TIME REQUIREMENTS). **The applicant MUST attach a copy of a sabbatical report for the most recent previous leave only (not for all sabbaticals taken)**. Please note specific details in the instructions on the form.

The director's cover letter should list all sabbatical recommendations, in ranked order. This cover letter, which is a requirement of the NIU *Constitution & Bylaws*, should be placed separately on top of each set. All requests must go through the appropriate signature channels before being forwarded for review.

Denials of sabbaticals must be accompanied by a letter stating the reasons for denial and providing assurances that the supportive professional staff member has been advised of his/her right to appeal. The department should provide documentation that all appropriate appeal procedures or review procedures have been followed.

Applications, with memos, may be submitted from the final approval office electronically to Chris Peddle at cpeddle@niu.edu with Sabbatical Application in the subject line. However, the Request for Sabbatical Leave form, with signatures, must be forwarded in hard copy form at this time. Hard copies can be sent to Chris Peddle, Provost Office, Altgeld Hall 215. Please contact Chris at 753-8387 or cpeddle@niu.edu if you have any questions regarding this information.

