



REQUEST FOR SABBATICAL LEAVE
(See Article 8 of the Constitution and Bylaws.)

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Department \_\_\_\_\_ Rank \_\_\_\_\_

Leave Requested: Semester(s) or Dates \_\_\_\_\_
(SPS NOTE: Please enter exact dates of requested sabbatical leave)

Length of Leave: Full pay (4 1/2 months) [ ] Half pay (9 months) [ ]

Years service at NIU (include current year) \_\_\_\_\_ Tenured: [ ] Yes [ ] No (See NOTE:)

Previous leaves (dates) \_\_\_\_\_ With or without salary \_\_\_\_\_

1. Brief, non-technical statement of proposed activity (see reverse side for guidelines):

(If additional space is required, please attach sheets.)

Applicant's Signature

Date Priority Ranking

Approval: \*\*Department Chair \_\_\_\_\_ of \_\_\_\_\_
(Or Chairperson of Personnel Committee
in the case of a Chair's application)

\*\*Dean or Division Head \_\_\_\_\_ of \_\_\_\_\_

Executive Vice President and Provost \_\_\_\_\_

\*\*If not approved for financial reasons, attach explanatory note and forward.

NOTE: "Time spent on a leave of absence or sabbatical leave shall not be counted toward the probationary period of service unless the university and the faculty member agree at the time the leave is granted that the purpose of the leave is such that it should count in the probationary period. Ordinarily, a leave of absence to pursue political activity will not count toward the fulfillment of the probationary period of service." (Board Regulations II.A.12.g.) The agreement as to whether the leave shall count is to be approved by the dean of the college and the faculty member concerned and a written record of the agreement filed with the dean of the college and the Provost's Office.

The description of the leave request should include the following information as applicable.

Type of activity:

- A. **Travel and Research** – The who, what, where, and when aspects of the travel and research proposed.
- B. **Research** or other **Creative Activity** – A nontechnical statement of what, where, when and with whom research will be conducted.
- C. **Writing** – A nontechnical statement outlining the details of the proposed manuscript.
- D. **Formal Study** – Include details such as institutional, programs, and specific courses.
- E. **Informal Study** – A nontechnical statement of the proposal (it must be more specific than for a formal study program).
- F. **Consultantships** – A nontechnical statement of what, where, when, and with whom the nonsalaried consultantship will be conducted.
- G. **Other**—A nontechnical statement of the nature, purpose, and benefits of the planned activity sufficiently detailed to support the value to the applicant, department, college and NIU.

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**If your application is for a sabbatical (or any other) paid leave, please respond to the following items on separate paper and attach response to this form along with an updated copy of your resume. Your proposal must be adequate to justify to campus and state committees, boards, and staff, the expenditure of state money to support the work proposed.**

- II. Please describe, as appropriate, the nature of your project, the research methodology or creative techniques to be employed, the data to be used, the relationship of the work to the literature or creative work in the field, and projected results in terms of the disciplinary significance of the potential outcomes. (This statement should be developed in a form consistent with applications for external support in the field and review by external peers. Applicants are requested to limit the narrative to no more than two pages of single-spaced type.)
- III. Please indicate the relationship between your proposed program and your own previous and ongoing professional work. Identify briefly, all relevant grants and grant proposals, research, publications, and creative professional activities during the past six years.
- IV. Please indicate the benefits of the proposed leave to you, the unit(s) where you are employed and the university. (Cite specific results anticipated: additional expertise in the field, published research, curriculum development, etc.)
- V. If proposed program includes and/or requires resources or facilities outside of NIU (laboratories or libraries at other institutions, acceptance as a student at another institution, funding by outside agencies, special travel privileges, etc.), please specify the advance preparations you have made in order to secure these outside resources/facilities.
- VI. Please indicate the alternative means you will use to complete your proposed program if outside resources/facilities are not available for your use.
- VII. If you have previously had a sabbatical from NIU, indicate the results of that sabbatical and attach a copy of the written report.

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**PROVISIONS OF THE SABBATICAL POLICY ARE:**

- 1. Sabbatical leaves shall ordinarily be limited to tenured faculty members and non-temporary supportive professional staff members.
- 2. Sabbatical leaves shall be granted only in connection with proposed or ongoing programs that promise to enhance the professional competence and improve the professional standing of the faculty member.
- 3. Sabbatical leaves shall not be granted to a faculty member in order: (a) to revise books designed primarily for use as texts; (b) to retain or develop competencies primarily for a different professional position; (c) primarily to visit various locations of general, professional, or academic interest; (d) to perform full-time duties at another institution similar to the duties presently performed at NIU; (e) to complete a doctoral or other terminal degree; (f) to carry out formal study at NIU. Sabbatical leaves for a semester at full pay shall not be granted to a faculty member if, during the leave, the faculty member is to undertake full- or part-time employment that is not an integral part of the scholarly purpose of the leave.
- 4. Within 30 days following resumption of regular duties at the university, the faculty member shall submit a written report to the department or division chair, to the dean or director, and to the executive vice president and provost, describing the personal scholarly activities during the sabbatical leave. The report shall become a part of the faculty member's service record for the purpose of merit evaluation as described in section 6.251 of the *Bylaws*, and as a basis for evaluation of subsequent leave requests. An individual granted a sabbatical leave assumes a professional obligation to return to NIU for a period of at least one year subsequent to the leave. Each report must include a brief statement of the scholarly purpose for which the leave was granted.
- 5. Sabbatical leaves shall be for one semester at full pay, or one academic year at half pay or for equivalent time as agreed among the faculty member, the employing unit(s), and the relevant vice president. Persons on 12-month appointments are also eligible for two consecutive summer sessions at full pay.
- 6. Each sabbatical leave application and project shall be considered anew each year.
- 7. A first sabbatical leave shall be granted only to a faculty member who will have completed five years of full-time service at NIU by the time the leave begins. Full-time service on a temporary appointment shall count toward a sabbatical leave. Periods of time on leaves of absence without pay shall count toward a sabbatical leave provided the University Council Personnel Committee judges the activity associated with that leave without pay to be comparable in professional significance to service as a member of the faculty.
- 8. To be eligible for a subsequent sabbatical leave, a faculty member must have completed six years (i.e. 72 months) since the end of his or her most recent sabbatical leave.