



**Cover Sheet For Request For Sabbatical Leave for FY:**

**Revised 3/2022**

Applications that do not follow the policies and guidelines and/or do not provide the required information may be declined or delayed due to insufficient/incorrect information.

**Name:** \_\_\_\_\_ **Employee ID (not SSN):** \_\_\_\_\_

**Department/School:** \_\_\_\_\_

**Classification:** \_\_\_SPS\_\_\_ **Faculty, Tenured?** \_\_\_Yes\_\_\_ \_\_\_No\_\_\_ (anticipated date: \_\_\_\_\_)

**No. of Years of Service at NIU:** \_\_\_\_\_ **If faculty, Rank:** \_\_\_\_\_  
 (as of the beginning date of sabbatical leave) (Assistant, Associate or Professor)

**Sabbatical Leave Requested Semester(s)/Year (or Dates if SPS):** \_\_\_\_\_

**Pay for Requested Leave (check one):** \_\_\_ Full pay (4.5 months) \_\_\_ Half Pay (9 months)

**Dates and Durations of Previous Sabbatical and All Other Leaves With or Without Pay**  
 (Ordinarily other prior leave without pay may not count towards time in service (see NIU Bylaws 8.4.7):

\_\_\_\_\_  
 \_\_\_\_\_

**Brief Title of Sabbatical** (to use in documents and reports prepared for the FSPC and the Board of Trustees. Do not write “See attached” or oversimplified titles such as “To write a book.”)

\_\_\_\_\_

**Brief Non-Technical Statement of the Proposed Activity and its Value** (Maximum of 3 lines. Should be meaningful for reviewers outside the applicant’s department and for use in documents prepared for the FSPC and the BoT. See guidelines for examples. Do not write “See Attached.”)

\_\_\_\_\_  
 \_\_\_\_\_

**Location of Sabbatical** (Your home location or another temporary location during sabbatical):  
 Location of sabbatical leave may be needed for reimbursement of expenses for any previously approved travel such as regular conference participation or ongoing activities during the sabbatical period.

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Sabbatical Activity Information** (Check all that are applicable to where you will be conducting your research during your sabbatical):

Commercial Entity  Laboratory/Museum/Archives/Studio  Not-For-Profit Institution  
 U.S. Government Entity  Other (please specify): \_\_\_\_\_

**Requirements on individuals granted sabbatical leaves**

- Submit a report (in the template format provided) electronically to the Executive Vice President and Provost at [provost@niu.edu](mailto:provost@niu.edu) describing the scholarly activities and outcomes during the sabbatical leave and copy your department or division/school chair/director and dean/division head **within 30 days** following resumption of regular duties at the university.
- Return to NIU for a period of at least one year subsequent to the sabbatical leave.
- Approximately **two years** after the sabbatical leave, submit a report (in the template format provided) to the Executive Vice President and Provost at [provost@niu.edu](mailto:provost@niu.edu) describing your sabbatical outcomes related to research and artistry, teaching, and/or engagement and outreach and copy your department or division/school chair/director and dean/division head.
- Meet the required commitment of effort to any federal grants during the sabbatical period, and obtain prior approval for any outside employment activities during the sabbatical leave.
- Obtain necessary approval from IRB, IACUC, IBC or other appropriate research compliance bodies for the proposed sabbatical activity, and make arrangements for continued oversight and management of ongoing research during the sabbatical leave.
- Continue to fill out and report the time expended on the SOEEA Work Time Reporting System <https://ssl.niu.edu/app/soeea/> during the sabbatical leave.
- Complete and submit the Change/Decline Sabbatical Form located on the Provost Office website ([www.niu.edu/academicaffairs/faculty-affairs/sabbatical](http://www.niu.edu/academicaffairs/faculty-affairs/sabbatical)) if you need to change/decline the sabbatical leave.

I have read and understood the policies and requirements on sabbatical leaves of absence and agree to adhere to them. The information I have provided on the attached sabbatical proposal, previous sabbatical reports (if any), and my resume/vita are accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recommendations and Signatures**

Approved, Priority Ranking  of  \_\_\_\_\_  
 Not approved\* Department/School Chair/Director Date

Approved, Priority Ranking  of  \_\_\_\_\_  
 Not approved\* Dean or Division Head Date

\*If not approved for financial reasons, attach explanatory note and forward it to next level.

Approved  Not Approved \_\_\_\_\_  
Executive Vice President and Provost Date

# Request for Sabbatical Leave – Proposal Format

Name: \_\_\_\_\_ Employee ID (not SSN): \_\_\_\_\_

Department/School: \_\_\_\_\_

Rank: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Please use the Word template to type your responses in Times New Roman 12 point font with 1” margins on all four sides of the page to each of the following items by adhering to space limits where indicated. Your responses must be adequate to justify to campus committees and Board of Trustees the expenditure of state funds to support the proposed sabbatical activity.

1. **Project Description:** Describe, as appropriate, the nature of your sabbatical project, its research methodology or creative techniques to be employed, the data to be used, the relationship of the work to the literature of creative work in the field, timeline of activities, and projected results in terms of 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. **Note: Limit the response to this item to only 1,500 words or 3 single-spaced pages, including figures, tables, and charts/equations (if any).**
2. **Project’s Relationship to Scholarly Agenda:** Indicate the relationship between your proposed sabbatical activity and your own previous and ongoing scholarly activity. Identify briefly, all your relevant grants and grant proposals, research, publications and creative professional activities during the past 6 years.
3. **Project’s Benefits:** Indicate the benefits of the proposed sabbatical leave to you, the unit(s) where you are employed and the university. Cite specific outcomes anticipated such as development of additional expertise in the field, publications, curriculum development, etc.
4. **Project Resources:** If the proposed sabbatical activity includes and/or requires resources or facilities internal or external to NIU (project related travel, use of laboratories or libraries at other institutions, funding by outside agencies, acceptance as student at another institution, special travel privileges, etc.), please specify the advanced preparation you have made in order to secure those resources/facilities, and attach any related approvals or documents.
5. **Resource Contingency Plan:** Indicate the alternative means you will use to complete your proposed sabbatical activity if the necessary resources/facilities are not available for your use, and explain the impact of the alternative means on the outcomes anticipated during the sabbatical period and in the future.
6. **List of References** (if any):

## Required Attachments:

- If you had previous sabbatical leaves from NIU, indicate the results of those leaves and attach a copy of the written report submitted for the most recent previous sabbatical leave.
- Attach your current curriculum vitae.