

SABBATICAL LEAVE REQUESTS FOR AY 2026-2027

INSTRUCTIONS FOR PREPARING SABBATICAL LEAVE REQUESTS

DUE IN COLLEGE: Thursday, September 4, 2025

GENERAL INSTRUCTIONS

Please inform faculty members and supportive professional staff personnel in the spring semester that applications must be prepared and ready to submit before classes begin in August.

Sabbatical leave is a leave of absence **with pay** for research purposes.

A first sabbatical leave shall be granted only to a faculty member or supportive professional staff person who will have completed **five years of full-time service at NIU** by the time the leave begins.

To be eligible for a subsequent sabbatical leave, To be eligible for a subsequent sabbatical leave:

- for a faculty/SPS member who took a sabbatical leave for one academic year, **they must have completed six years (i.e. 72 months) of full time service at NIU** between the last day of their previous leave and the first day of their requested leave; or
- for a faculty/SPS member who took a sabbatical leave for a single semester, **they must have completed 78 months of full time service at NIU** between the last day of their previous leave and the first day of their requested leave.

The University sabbatical leave policies may be found in Article 11 of the Bylaws of Northern Illinois University. <https://www.niu.edu/university-council/faculty-senate/bylaws/index.shtml#article11> and in Section II. Subsection 3 of the Regulations of the Board of the Trustees of Northern Illinois University, <https://www.niu.edu/board/regs/sectionii.shtml>.

Please caution faculty/SPS members that sabbatical request forms must be filled out completely using the current forms. Incomplete request forms will be returned. Information and application forms can be found on the Provost's website at <http://www.niu.edu/academicaffairs/faculty-affairs/sabbatical/index.shtml>.

Not all sabbatical applications will be funded. Note that all sabbatical applications are reviewed annually and there is not a preference for individuals who applied previously.

FACULTY/SPS MEMBER'S RESPONSIBILITY

1. Complete the information requested on the current Request for Sabbatical Leave Cover Sheet.
2. Provide answers to the Request for Sabbatical Leave Proposal. Answers are to be numbered **Note: All items must be answered, even if the answer is "N/A."** Submit a current resume/vita and the 2-year sabbatical outcomes report submitted for the most recent sabbaticals (if any.)
3. Detailed guidelines for applications are available at the Provost's website (above) and have been provided to your department. These guidelines have been summarized in a chart that College Council members may use to help inform their rankings. Criteria for sabbatical rankings are listed in the Faculty Senate Bylaws Article 11.2 and in the CLAS Personnel Policies and Procedures, Section VII.A, both of which have been provided. Sabbatical rankings are competitive and not all sabbatical applications will be awarded by the Board of Trustees.

4. Follow Up: Submit a written report describing the personal scholarly activities during the sabbatical leave to the department chair/director, to the dean, and to the provost within 30 days following the resumption of regular duties at the university with the College Review of Sabbatical Reports form attached. The Provost has provided a 30-day post-sabbatical report template which is the new standard format for submission of 30-day post-sabbatical reports. Each sabbatical leave recipient is also required to submit an Outcomes Report two years after a sabbatical leave. The Provost's website (above) provides the details of the 2-Year Outcomes Report.

CHAIR'S/DIRECTOR'S RESPONSIBILITY

1. Rank faculty and SPS sabbatical leave requests separately and in priority order. Do not submit tied proposals. The chair/director must provide a **detailed cover memo** that explains **how rankings were developed** and **how criteria were applied**. Memos that do not contain details will be returned for revision.
2. The chair/director must sign the original Request for Sabbatical Leave form and fill in the Priority Ranking for the total number of requests submitted, for example, "1 of 3."
3. It is the chair/director's responsibility to be familiar with and follow all sabbatical leave policies and to ensure that department personnel committees have access to and follow these policies.
4. Departments must inform faculty of their right to reconsideration and appeal of the department's ranking as per University Sabbatical Policies, Article 11.3.2.

OFFICE MANAGER'S RESPONSIBILITY

1. The Request for Sabbatical Leave form is available on the Division of Academic Affairs website at <http://www.niu.edu/academicaffairs/faculty-affairs/sabbatical/index.shtml>.
2. Submit to the Dean's Office (rpage@niu.edu):
 - a. One PDF file of each proposal with signatures and all supporting documents consisting of these items in the following order:
 - 1) Request for Sabbatical Leave Cover Sheet.
 - 2) The faculty or SPS member's answers to Request for Sabbatical Leave Proposal
 - 3) Report of previous (most recent) sabbatical leave, if applicable.
 - 4) The faculty or SPS member's curriculum vitae.
 - NOTE:** Files should be named in the following manner:

DEPT Last Name First Name.pdf
(e.g., PHIL Smith Ann.pdf).
 - b. One PDF file of the scanned chair's/director's cover memo. (Do not attach the memo to the proposal.)
 - c. Submit files to rpage@niu.edu either by email or shared folder.
 - d. Denial of sabbatical applications at the department level, but approved at the next higher level, must be accompanied by a letter outlining the reasons for the departmental denial. A copy of the notification of the process to appeal from both the department and dean must be included.