



Northern Illinois University

Division of Academic Affairs

Request for Sabbatical Leave-Cover Sheets

Please read the guidelines before completing all the required information. Additional information for items with superscript numbers is provided at the end of this form. For current information on university policies on sabbatical leave, check: <http://www.niu.edu/board/regs/sectionII.shtml#anchor807317> (Board of Trustees Regulations) and http://www.niu.edu/u_council/constitution/bylaws/article08.shtml (NIU Constitution and Bylaws). 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 information.

Name: _____ Employee ID (not SSN): _____

Department: _____

No. of Years of Service at NIU (current): _____ Rank: _____

Classification: SPS Faculty, Tenured? Yes No (anticipated date: _____)

Leave Requested – Semester(s)/Year or Dates (if SPS): _____

Length of 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 UCPC 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 UCPC 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: _____

Request for Sabbatical Leave-Proposal

Name: _____ Employee ID (not SSN): _____

Department: _____

Rank: _____ Date of Application: _____

Please 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 and state committees, boards, and staff 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.
- 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. Outside Resources:** If the proposed sabbatical activity includes and/or requires resources or facilities outside of NIU (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 outside 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 outside 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.

Required Attachments:

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