

KANSAS STATE UNIVERSITY
SABBATICAL LEAVE APPLICATION FORM

(Copies of Sabbatical Leaves Guidelines are online at
<http://www.ksu.edu/academicservices/depthead/sabbat/sabblv.html>)

1. Name:

2. Department/College:

3. Faculty Rank:

4. Tenure Date:

5. Tenure-Track (Date of Appointment):

6. Dates of previous sabbatical leaves at KSU:

7. Sabbatical Option desired (Preference will be given to applicants who request a full year.):

For 12 Month Faculty

Eleven month sabbatical at half salary.
Dates of leave:

Five month sabbatical at full salary.
Dates of leave:

For 9 Month Faculty

Nine month (academic year) sabbatical at half salary.
Dates of leave:

Four and one-half month (one semester) sabbatical at full salary.
Dates of leave:

8. Please attach a detailed description of your plan of work for the sabbatical. The plan of work should include the following:
- a. A brief (<500 words) description of the objectives of the leave.
 - b. Activities needed to implement the objectives.
 - c. Time table for sabbatical leave activities.
 - d. Travel necessary to implement plan of work.
 - e. Expected professional and scholarly outcomes resulting from sabbatical.
 - f. Copy of the invitation from another university or industry, if appropriate.
 - g. Statement of assurance from your sponsor that facilities are available to conduct the sabbatical leave activities, if appropriate.
 - h. Indicate if sabbatical leave is extramurally funded and provide details.
 - i. Contributions you can provide to your department, college/division, and the Kansas State University community as a result of your leave.
9. Please attach a statement from the department administrator which describes the merits of the proposed leave and how faculty duties will be covered.

10. Signatures:

Faculty Member

Date

Department Administrator

Date

Dean

Date