Kansas State University

Sabbatical Leave Application Form

(Copies of Sabbatical Leave Guidelines are online at <u>http://www.k-state.edu/provost/resources/dhmanual/sabbat/sabblv.html</u>)

1.	Name:
2.	Employee ID:
3.	Department/College:
4.	Faculty Rank:
5.	Tenure Date:
6.	Tenure-Track (Date of Appointment):
7.	Years of Service:
8. 9.	Dates of previous sabbatical leaves at KSU: 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:
	For 9 and 12 Month Faculty
	Current Year's Salary:
	Estimated Sabbatical Salary (based on current year's salary) [*] .

^{*} This estimate is for reporting purposes only. Actual pay will be based on next year's salary.

10. 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.
- 11. Please attach a statement from the department administrator which describes the merits of the proposed leave and how faculty duties will be covered.
- 12. Signatures:

Faculty Member

Date

Date

Department Administrator

Dean

Date