

Kansas State University

Sabbatical Leave Application Form

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

1. Name:
2. WID:
3. Department/College:
4. Faculty Rank:
5. Tenure Date:
6. Tenure-Track (Date of Appointment):
7. Years of Service:
8. Dates of previous sabbatical leaves at KSU:
9. 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

Department Administrator

Date

Dean

Date