Sabbatical Request Procedures

1. Faculty member initiates process (at least 1 semester prior to requested leave date) by:
   a. Reading university policy on sabbatical leave of absence (B-11) and verifying minimum term of service has been met. By taking a sabbatical, as per policy, the faculty member agrees to a minimum of one complete year of service following their return.
   b. Meeting with the department head to discuss the scope of the work and coverage of their campus duties.
   c. Preparing a written application containing the following sections, to enable their department head, dean, and provost to evaluate the merit of the proposed work and the benefit it will have for both the faculty member and Purdue University:
      i. Executive summary: Provide a brief nontechnical overview of goal of the leave, work to be accomplished, and location where the work will be conducted.
      ii. Project description: Describe the purpose, approach, goals, significance, and potential impact of the proposed sabbatical work. Identify what form the results will take and how they will be shared with others. Letters of invitation, where appropriate, should be provided.
      iii. Sabbatical justification: Describe how this project will contribute to your own scholarly professional development and how the leave will benefit Purdue University.
      iv. Plan for covering your campus duties while on leave: Describe what plans you and your department have in place to cover your teaching/research/extension/service commitments while you are on sabbatical.
      v. Plan for covering your sponsored projects: Identify how your sponsored projects will be managed while you are on sabbatical, including an oversight plan for each of your active projects and what, if any, changes in scope of the project(s) are anticipated.
      vi. Curriculum vitae
   d. Reading, agreeing to, and submitting all requests and forms arising from applicable Purdue policies, including
      i. Conflicts of Commitment and Reportable Outside Activities (III.B.1):
         www.purdue.edu/policies/ethics/iib1.html
         1. A reportable outside activity (ROA) is any work, advice, or service for an entity other than Purdue that may potentially result in a conflict of commitment.
         2. A conflict of commitment is a situation in which a ROA would likely interfere with the ability of a faculty member to fulfill their commitment to Purdue, or if the responsibilities, financial interest, or opportunity for personal benefit in connection with the ROA would likely interfere with professional judgement in exercising any university duty or responsibility.
         3. If you have an approved ROA associated with your sabbatical plans, attach your approval email with your sabbatical materials in SuccessFactors.
      ii. Individual Financial Conflicts of Interest (III.B.2) :
         www.purdue.edu/policies/ethics/iib2.html
         1. Faculty have the responsibility to manage their financial affairs and relationships in a manner that does not interfere with, or improperly influence the performance of, their duties and responsibilities at Purdue.
1. Intellectual Property that arises in any part of the course of employment at Purdue is Purdue Intellectual Property. Faculty members must reaffirm acceptance of this policy when submitting leave requests in SuccessFactors.

e. Uploading all of these documents into SuccessFactors. In SuccessFactors, also identify:
   i. Dates of leave
   ii. If traveling internationally, and primary country while on leave
   iii. Locations on leave

2. Faculty member meets with business office to discuss and identify compensation and account numbers.
   a. Business office enters financial information into SuccessFactors.

3. Department head reviews sabbatical request in SuccessFactors.
   a. The general criteria for reviewing sabbatical applications include:
      i. The scholarly productivity of the faculty member, and the rationale for the sabbatical.
      ii. The objectives, scope, significance, expected results, and likelihood of success of the project.
      iii. The contribution to the professional development of the faculty member.
      iv. The benefit to Purdue University.
   b. Department head provides some comment in SuccessFactors related to the review criteria, acknowledgment of correct account numbers, and how the department will handle coverage of campus duties while the faculty member is on sabbatical.

4. Dean, or designee, reviews sabbatical request in SuccessFactors.
   a. The same general review criteria used by department heads apply.

5. SuccessFactors sabbatical request routes through Leaves of Absence Coordinator in Human Resources (Cynthia Stephens) for administrative review including eligibility.

6. SuccessFactors sabbatical request routes through the Senior Director of Sponsored Program Services (Ken Sandel) for review of funding and possible constraints.

7. Associate vice provost for faculty affairs (Lisa Mauer) conducts final review of sabbatical request in SuccessFactors.

8. Upon completion of sabbatical leave and return to campus, faculty member provides a report of the sabbatical accomplishments to his/her department head and dean.

Additional considerations:

- Purdue funds and grants cannot be used for personal or family travel to or from the location of the sabbatical (related to a Federal Government tax law issue), unless the external funding was expressly given for that purpose (e.g., Fulbright program).
- While on sabbatical, grant funding can be used for grant-related travel to/from conferences and other grant-related activities.
- Administrative supplements cease while on sabbatical.
- If a faculty member has 2 concurrent appointments, he/she must request the leave on both positions, which then follow appropriate workflow paths.
- If sabbatical and research leave are used in proximity, the research leave must come first. They cannot be taken concurrently without prior approval of an exception request.
- No leave is automatically approved in the SuccessFactors workflow. Everyone in the workflow must actively review and approve. Please monitor the leave request and watch for comments.