

## **Faculty who wish to apply for Sabbatical leave:**

**Applications for 2024-2025 can be submitted starting July 10, 2023.**

**The deadline for submission is September 29, 2023.**

Please assemble one PDF document containing the following items, listed in the below order, and send to either your Department Head's Assistant or directly to your Department Head with a cc to the Department Head Assistant:

1. A completed application, which includes your signature.  
Please use the attached application.
2. CV, including a complete publication list and a list of professional activities and accomplishments.
3. Statement of Purpose of the leave, how the leave will contribute to the candidate's professional growth as a scholar and as a teacher, and what tangible outcomes may result from the leave at once and in the near future.
4. Letters of invitation. If there are no proposed and/or invited visits, a statement explaining such is needed.

### **Department Head :**

1. Once you receive the packet from your faculty member, the Department Head signature and "recommend" or "do not recommend" needs completed by you on the application.
2. A memo with or without your support needs drafted and added to the end of this packet.

## **Department Head Assistant:**

1. Please add the memo to the end of the single PDF file, and make sure that the application in the file is the one that has both the faculty member and Department Head's signatures.
2. Please send the single-document PDF application to Sara Hackett at [saw5180@psu.edu](mailto:saw5180@psu.edu)

**THE PENNSYLVANIA STATE UNIVERSITY  
APPLICATION FOR  
LEAVE OF ABSENCE WITH PAY (SABBATICAL)**

Leaves of absence with pay are granted only on the basis of the Policies Governing Leaves of Absence for Regular University Employees, as approved by the Board of Trustees on June 6, 1958 (see Policy [AC17](#)). The leaves are to provide a period of time for study or research, the object of which is to enable recipients to increase their usefulness in their work with the University. A leave with pay (sabbatical) is a privilege which may be granted to an individual who has demonstrated by publication, teaching, exhibition, or performance, substantial ability in research or other creative activity, scholarship, and teaching. Supporting information identified by the applicant's name and the date shall be attached to the form.

A recommendation is to be submitted by the department/division head\* to the dean\*, which will be forwarded by the dean\* to the Office of the Executive Vice President and Provost of the University, 201 Old Main.

PSU ID	Department / Division
Name	Title
College (Locus of Tenure)	Campus of Residence (if different)

Period of Leave Requested (check as applicable) <input type="checkbox"/> Fall 20 ____ <input type="checkbox"/> Spring 20 ____ <input type="checkbox"/> Other _____	Percent of Salary related to leave _____ % Years of service to the University as of the beginning of the leave _____ Date tenure attained _____ Dates of previous sabbatical leaves _____
---	--

Briefly describe the proposed project, stating its purpose and where it will be conducted.

**SUPPORTING MATERIALS TO BE ATTACHED TO THIS FORM**

1. The application must be accompanied by a curriculum vitae, including a complete publication list and a list of professional activities and accomplishments.
2. Each applicant should indicate the purpose of the leave, how the leave will contribute to the candidate's professional growth as a scholar and as a teacher, and what tangible outcomes may result from the leave at once and in the near future. For more detailed information, see "[Preparing Sabbatical Leave Applications: A Guide for Faculty](#)," available at <http://www.psu.edu/vpaa>.
3. For faculty members at a location different than the faculty member's tenure locus, the college of budgetary responsibility will make the sabbatical recommendation which will include a supporting recommendation from the department/division head of the faculty member's tenure locus. Sabbatical leave applications of all University College faculty must be accompanied by a recommendation from the campus chancellor to the vice president for Commonwealth Campuses. Sabbatical leave applications of all University Libraries faculty must be accompanied by a recommendation from the campus chancellor to the dean of University Libraries and Scholarly Communications.
4. Each applicant shall agree to the following:
  - A. To continue active employment at The Pennsylvania State University for one full contract year after the termination of the leave or refund all salary received from the University during the period of the leave. (Note: Faculty members returning from a fall semester sabbatical must return for the spring semester plus the next contract year. There will be no proration of the amount to be returned if an individual remains employed for any time less than the one year.)
  - B. To submit a written report to the Office of the Executive Vice President and Provost of the University via their department/division head\* and dean\* specifying what was accomplished during the leave. The report is to be submitted within two months of the return from leave.
  - C. To complete a Penn State Arrest and Conviction form before returning to work as stated in [HR99 Background Check Process](#).
  - D. To make contributions to the retirement plan on the basis of normal full salary regardless of the percent of salary received during the sabbatical leave.
5. An individual who is granted a sabbatical and who is a member of the University insurance program may maintain membership during the sabbatical leave. It is suggested that any questions or concerns specific to sabbatical leave and plan enrollment be directed to the Employee Benefits Division (814-865-1473 or [benefits@psu.edu](mailto:benefits@psu.edu)).
6. Each applicant shall provide the following information:  
 Will you be receiving outside compensation in conjunction with your leave?    Yes     No   
 If yes, from whom?  
 If there is to be a change in the information supplied above regarding outside compensation, prior approval should be obtained from the dean\*.

*By my signature I agree to provide the information requested and to abide by the conditions stated above.*

**RECOMMENDATION AND COMMENTS OF THE CAMPUS CHANCELLOR, IF APPROPRIATE:**

Please include your assessment of the proposed project and the projected benefits.

Recommended

Not Recommended

\_\_\_\_\_  
*Signature of Campus Chancellor*

\_\_\_\_\_  
*Date*

---

**RECOMMENDATION AND COMMENTS OF THE DEPARTMENT/DIVISION HEAD\*:**

Please include your assessment of the proposed project and the projected benefits.

Recommended

Not Recommended

\_\_\_\_\_  
*Signature of the Department/Division Head*

\_\_\_\_\_  
*Date*

---

**RECOMMENDATION AND COMMENTS OF THE SABBATICAL COMMITTEE:**

Please include your assessment of the proposed project and the projected benefits.

Recommended

Not Recommended

\_\_\_\_\_  
*Signature of the Sabbatical Committee Chair*

\_\_\_\_\_  
*Date*

---

**RECOMMENDATION AND COMMENTS OF THE DEAN\*:**

Please include your assessment of the proposed project and the projected benefits.

Recommended

Not Recommended

\_\_\_\_\_  
*Signature of the Dean*

\_\_\_\_\_  
*Date*

---

**RECOMMENDATION OF THE EXECUTIVE VICE PRESIDENT AND PROVOST OF THE UNIVERSITY:**

Recommended

Not Recommended

\_\_\_\_\_  
*Signature of the Executive Vice President and Provost of the University*

\_\_\_\_\_  
*Date*

---

**APPROVAL OF THE PRESIDENT OF THE UNIVERSITY:**

Approved

Not Approved

\_\_\_\_\_  
*Signature of the President of the University*

\_\_\_\_\_  
*Date*

\* For purposes of the form, the term "dean" includes the Senior Vice President for Research and vice president for Commonwealth Campuses. The term "department/division head" includes school, unit, institute, or facility directors (See Policy [AC17](#)).

CV goes here, for as many pages as it is long.

Statement of Purpose of the leave, how the leave will contribute to the candidate's professional growth as a scholar and as a teacher, and what tangible outcomes may result from the leave at once and in the near future.

Letters of invitation. If there are no proposed and/or invited visits, a statement explaining such is needed.

Department Head's letter for either support or  
non-support