

Recommendation by Chairperson

The Chairperson must comment on the following:

1. What provisions will be made to meet the University responsibilities of the person seeking leave with special reference to graduate students in thesis or dissertation stages of their programs and to the programmatically required courses taught by the person seeking leave.
2. How additional expenses incurred by the University in granting this leave, apart from the Sabbatical salary, will be met.
3. The merits of the request in terms of the faculty member's professional development and in terms of the goals of the department.

Comments:

Recommendation: Approval of Sabbatical Leave
 Denial of Sabbatical Leave

Signature of Chairperson _____ Date _____

Recommendation by College Review Committee

The College review Committee must comment on the merits of the request and rank the college candidates.

Comments:

Recommendation: Approval of Sabbatical Leave
 Denial of Sabbatical Leave

Rank: _____ of _____ Requests

Signature of Committee Chair _____ Date _____

Recommendation by Dean

The Dean must comment on the following:

1. Arrangements have been made at the college level to meet the teaching/thesis direction duties of the Faculty member. These arrangements include financial and remote work, if applicable.
2. The merits of the request, in terms of the Faculty member's professional development, the goals of the department, and the goals of the college.

Comments:

Recommendation: Approval of Sabbatical Leave
 Denial of Sabbatical Leave

Rank: _____ of _____ Requests

Signature of Dean _____ Date _____

Recommendations by Faculty Support Committee

The Faculty Support Committee must comment on the merits of the request according to its publicized guideline and it must rank the candidates.

Comments:

Recommendation: Approval of Sabbatical Leave
 Denial of Sabbatical Leave

Rank: _____ of _____ Requests

Signature of Committee Chair _____

Date _____

To Be Completed by Applicant

- A. Project Description. Give a brief statement of what you intend to do, including the relationship of your project to current research in the field. Describe the methods you will employ.
- B. Importance of Leave. Indicate the value of the proposed sabbatical leave to your professional career. List any of your publications or professional activities which are relevant to your proposal.
- C. Location of Leave. Where do you plan to carry on your project and what influenced your decision to choose this location? If you plan to stay on campus during the period of the proposed leave, what is the rationale for this decision? If you will reside outside the state of Kansas for more than 30 days, you must submit a remote work request found at https://wichitastate.co1.qualtrics.com/jfe/form/SV_0MuJ89OwCBt6PIi.

D. Financial Assistance. Give the details of any arrangements proposed for non-WSU compensation for the leave period; such as partial salaries from industrial employers, pending or already secured fellowships or grants, etc. Also, include any non-salary WSU support (University Research Committee grant, etc.)
Note: Regent's Policy states that a faculty member may not receive support in excess of university salary.

E. Expected Results. Describe what results you expect to achieve (publications, professional activities, etc.) from your sabbatical leave.

BOARD OF REGENTS POLICY 10F

I. LEAVES

a. Sabbatical Leave

(1) Sabbatical leaves shall be approved by the chief executive officer of each institution in accordance with Board Policy.

(2) Sabbatical Leave may be granted subject to the following conditions:

(a) In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the approval of the president or chancellor of the institution with which connected, be granted not to exceed one such leave of absence for each period of regular employment for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience; such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

(i) for nine months faculty members, up to half pay for an academic year, or up to full pay for one semester.

(ii) for twelve-months faculty members, up to half pay for eleven months, or up to full pay for five months.

(b) Provided: Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the University in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. Provided further, that the number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of instructor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted; and provided further, that no faculty member will be granted leave of absence with sabbatical pay who does not agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year immediately following the expiration of the period of leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full year of school service (18 to 24 months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of the year they fail to serve. (12-16-61; 4-17-69; 6-25-71; 11-17-78; 1-18-85; 10-15-87; 2-18-88; 6-23-88; 11-17-93) Note: Two Kansas Board of Regent Sabbatical Leave Agreement pages are required with original signatures (preferably in blue ink). Photocopied or printed signatures are not acceptable.

KANSAS BOARD OF REGENTS SABBATICAL LEAVE AGREEMENT

Name _____ Years Service _____ Leave _____ to _____

Department _____

Purpose of Leave _____

Regular Salary: _____ for _____ months service.

Sabbatical Leave Salary: _____ for _____ months service.

THIS AGREEMENT, is between Wichita State University of Wichita, Kansas,
(Institution)

and the undersigned Faculty member of said institution pursuant to the following resolution of said Board, providing for sabbatical leave upon approval of the president or chancellor of said institution:

In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the approval of the president or chancellor of the institution with which connected, be granted not to exceed one such leave of absence for each period of regular employment for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience; such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

(i) for nine-months faculty members, up to half pay for an academic year, or up to full pay for one semester.

(ii) for twelve-months faculty members, up to half pay for eleven months, or up to full pay for five months.

Provided: Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the University in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. Provided further, That the number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of instructor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted; And provided further, That no faculty member will be granted leave of absence with sabbatical pay who does not agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year immediately following the expiration of the period of leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full year of school service (9 to 12 months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of time they fail to serve.

I, a member of the faculty of said institution for _____ years, hereby apply for sabbatical leave. I agree to the conditions of the above resolution and, in the event that I fail to serve the year (9 or 12 months, depending on annual term of employment) required by said resolution to be served by me after my leave, I agree to refund that portion of the funds received by me during such leave which the number of required months I fail to serve bears to the total number of required months of service. Such refund shall be made at the time of the effective date of my resignation, unless arrangements satisfactory to the institution are made at such time for payment of such refund over a period of time not to exceed two years.

Date _____ (Signed) _____ Member of Faculty.

As the above request for leave of absence is meritorious and the number of persons on leave comes within the terms of the resolution, I approve granting the above faculty member a sabbatical leave of absence on the conditions stated above.

Chancellor/President

(To be signed in duplicate: one copy filed with institution and one returned to Faculty Member.)