



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 HR17). 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 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 Salary Plan
Name Title
College (Locus of Tenure) Department / Division
Campus of Residence (if different)

Period of Leave Requested (check as applicable)
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.
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.
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 leave.
B. To submit a written report to the Office of the Executive Vice President and Provost of the University via his/her department/division head* and dean* specifying what was accomplished during the leave.
C. 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.

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 vice president for Research and dean of the Graduate School, and the vice president for Commonwealth Campuses. The term "department/division head" includes school, unit, institute, or facility directors (See HR17).