

SABBATICAL LEAVE REQUESTS FOR AY 2025-2026

INSTRUCTIONS FOR PREPARING SABBATICAL LEAVE REQUESTS

DUE IN COLLEGE: Thursday, September 5, 2024

GENERAL INSTRUCTIONS

Please inform faculty members and supportive professional staff personnel in the spring semester that applications must be prepared and ready to submit before classes begin in August.

Sabbatical leave is a leave of absence **with pay** for research purposes.

A first sabbatical leave shall be granted only to a faculty member or supportive professional staff person who will have completed **five years of full-time service at NIU** by the time the leave begins.

To be eligible for a subsequent sabbatical leave, a faculty/SPS member **must have completed six years (i.e., 72 months) of full-time service at NIU** since the end of his or her most recent sabbatical leave. This means that a faculty/SPS member's last sabbatical leave would have to have been taken **prior to the 2019-2020 academic year**. Any employee that has taken a sabbatical in the past must include a copy of the most recent sabbatical report.

The University sabbatical leave policy may be found in Article 11 of the Bylaws of Northern Illinois University. <https://www.niu.edu/university-council/faculty-senate/bylaws/index.shtml#article11>

Please caution faculty/SPS members that sabbatical request forms must be filled out completely using the current forms. Incomplete request forms will be returned. Information and application forms can be found on the Provost's website at <http://www.niu.edu/academicaffairs/faculty-affairs/sabbatical/index.shtml>.

FACULTY/SPS MEMBER'S RESPONSIBILITY

1. Complete the information requested on the current Request for Sabbatical Leave Cover Sheet.
2. Provide answers to the Request for Sabbatical Leave Proposal. Answers are to be numbered **Note: All items must be answered, even if the answer is "N/A."** Submit a current resume/vita and the 2-year report submitted for the most recent sabbaticals (if any.)
3. Detailed guidelines for applications are available at the Provost's website (above) and have been provided to your department.
4. Submit a written report describing the personal scholarly activities during the sabbatical leave to the department **chair/director**, to the **dean**, and to the **provost** within 30 days following the resumption of regular duties at the university with the College Review of Sabbatical Reports form attached. The Provost has provided a 30-day post-sabbatical report template which is the new standard format for submission of 30-day post-sabbatical reports. Each sabbatical leave recipient is also required to submit an Outcomes Report two years after a sabbatical leave. The Provost's website (above) provides the details of the 2-Year Outcomes Report.

CHAIR'S/DIRECTOR'S RESPONSIBILITY

1. Rank faculty and SPS sabbatical leave requests separately and in priority order. Do not submit tied proposals. The chair/director must provide a **cover memo** that briefly explains **how rankings were developed** and **how criteria were applied**.
2. The chair/director must sign the original Request for Sabbatical Leave form and fill in the Priority Ranking for the total number of requests submitted, for example, "1 of 3."

OFFICE MANAGER'S RESPONSIBILITY

1. The Request for Sabbatical Leave form is available on the Division of Academic Affairs website at <http://www.niu.edu/academicaffairs/faculty-affairs/sabbatical/index.shtml>.
2. Submit to the Dean's Office (rpage@niu.edu):
 - a. One PDF file of each proposal with signatures and all supporting documents consisting of these items in the following order:
 - 1) Request for Sabbatical Leave Cover Sheet.
 - 2) The faculty or SPS member's answers to Request for Sabbatical Leave Proposal
 - 3) Report of previous (most recent) sabbatical leave, if applicable.
 - 4) The faculty or SPS member's curriculum vitae.

NOTE: Files should be named in the following manner:

COLLEGEABBREVIATION_
LASTNAME__DEPARTMENTABBREVIATION.pdf
(e.g., CLAS_SMITH_STAT.pdf).

- b. One PDF file of the scanned chair's/director's cover memo. (Do not attach the memo to the proposal.)
- c. Submit files to rpage@niu.edu either by email or shared folder.
- d. Denial of sabbatical applications at the department level, but approved at the next higher level, must be accompanied by a letter outlining the reasons for the departmental denial. A copy of the notification of the process to appeal from both the department and dean must be included.