

# Kansas State University

## Sabbatical Leave Application Form

(Copies of Sabbatical Leave Guidelines are online at  
<http://www.k-state.edu/academicpersonnel/fhbook/fhsece.html#1>)

1. Name:
2. Department/College:
3. Faculty Rank:
4. Tenure Date:
5. Tenure-Track (Date of Appointment):
6. Dates of previous sabbatical leaves at KSU:
7. Sabbatical Option desired (Preference will be given to applicants who request a full year.):

For 12 Month Faculty

- Eleven month sabbatical at half salary.  
Dates of Leave:
- Five month sabbatical at full salary.  
Dates of Leave:

For 9 Month Faculty

- Nine month (academic year) sabbatical at half salary.  
Dates of Leave:
- Four and one-half month (one semester) sabbatical at full salary.  
Dates of Leave:
- Sabbatical Salary:

8. Please attach a detailed description of your plan of work for the sabbatical.

The plan of work should include the following:

- a. A brief (<500 words) description of the objectives of the leave.
- b. Activities needed to implement the objectives.
- c. Time table for sabbatical leave activities.
- d. Travel necessary to implement plan of work.
- e. Expected professional and scholarly outcomes resulting from sabbatical.
- f. Copy of the invitation from another university or industry, if appropriate.
- g. Statement of assurance from your sponsor that facilities are available to conduct the sabbatical leave activities, if appropriate.
- h. Indicate if sabbatical leave is extramurally funded and provide details.
- i. Contributions you can provide to your department, college/division, and the Kansas State University community as a result of your leave.

9. Please attach a statement from the department administrator which describes the merits of the proposed leave and how faculty duties will be covered.

10. Signatures:

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date