

[Information and Instructions for the Applicant:](#)

Sabbatical applications are due in your unit head's/director's office the first week of September. Heads/directors will then review, evaluate, sign, and forward them to the College Dean's Office by September 29. This is the only competition for sabbaticals for the 2007-08 academic year (Fall Semester and/or Spring Semester).

Sabbaticals are only for faculty with tenure and with at least six contract years of service since the last sabbatical. Your sixth-year tenure review must have been completed and tenure approved before your leave request can be considered. (Example: If your tenure was considered and approved in 2005-06, you may apply in Fall 2006 for a sabbatical in the 07-08 calendar year). When computing your eligibility, we cannot count time spent on the previous sabbatical (or any other kind of leave) toward the six contract years of full-time service.

A leave with pay (sabbatical) is a privilege that may be granted to an individual who has demonstrated an above average ability in research, creative accomplishment, or scholarship. Your research and publication record since your previous sabbatical is extremely important in evaluating your application.

An essential condition of going on a sabbatical leave is that you must return to Penn State for a full academic year following the academic year of your sabbatical or refund all salary received from the University during the period of leave. (Note: there will be no proration of the amount to be returned if an individual remains employed for any time period less than one year.) This requirement is not waived.

Please also note that you need the Dean's permission to accept additional funds beyond your University sabbatical salary during the period of your sabbatical. (Permission will be granted for grant and contract work related to your sabbatical proposal. Permission will not be granted for part-time teaching or other work not related to the purposes of the sabbatical. In addition, permission will not be granted if the activity interferes with or duplicates the express purpose of your sabbatical leave). In no case shall the total exceed the amount of your normal full salary for the period of the leave.

Once your unit head/director has reviewed and evaluated your sabbatical application, the College Committee and the Dean (separately) will read and evaluate your application. The proposal is the key component in the application and will be carefully reviewed. Please prepare your application as follows:

A. Application Form

All applications for sabbatical leave must be on the Application for Leave of Absence with Pay (Sabbatical) form dated OHR 02/20/06 and be typewritten. The application can be downloaded at http://www.psu.edu/dept/vprov/Sabbatical/sabbatical_leaves_of_absence.htm

The summary statement (two to three sentences) should be very brief and include a non-technical statement of purpose, work to be accomplished, and the institution(s) and location(s) where the work is to be performed.

B. Narrative body

The narrative portion of the application is usually between four and eight double-spaced pages in length.

1. Describe the nature and significance of the project, including a clear, concise statement of your objectives.
2. Describe specifically what you plan to do and how you expect to accomplish it. Where will the work be done, and why has that location been chosen? Identify persons with whom you will affiliate and their expertise in the area(s) in which you plan to work and include letters of invitation from collaborators and/or host institutions or agencies. What can you cite as evidence that you have the skills and background to accomplish your objectives? Please include an estimated schedule for the major steps of the project.
3. What tangible results will your project have, what form will the results take, and how will you share your results with others (e.g., publication, exhibition, sharing of new pedagogical techniques or materials with peers)?
4. How will this project contribute to your own scholarly development and how will it benefit your department/school, college, or the University as a whole? In what way does this project require a time

commitment beyond that involved in the normal activities encompassed in teaching, research, scholarship, and service?

C. Supporting documents

1. A curriculum vita or biographical data sheet including a list of publications and professional activities.
2. If your project requires access to restricted libraries or laboratories, or affiliation with other institutions, you are required to append invitations, letters granting access, space, or support from the relevant authorities.
3. If you have received any external funding, please provide detail and documentation.
4. If applicable, provide a copy of your report from your last sabbatical leave.

Final approval for sabbatical leaves is made by the President of the University and announced mid-December.