

WICHITA STATE UNIVERSITY  
**Application for Sabbatical Leave**

Applicant:

Department:

College:

Date of Proposed Leave:    Fall 2022        Spring 2023        Academic Year 2022-2023

Summary of Proposed Project (150 words or less):

Instructions:

1. Answer the questions in the space provided on the following forms, any supporting materials may be attached.
2. The Board of Regents form entitled, "Sabbatical Leave Agreement" must be completed in duplicate, signed and attached.
3. Attach a resume summarizing your activities in teaching, research, service and administrative service to your educational unit over the last 10 years, or since your last sabbatical leave.
4. A final report for your previous sabbatical must be on file with Faculty Records (Box 13, 109 Morrison Hall).
5. After completion of this sabbatical a final report must be submitted by March 1 for fall leave and by October 1 for spring and academic year leave.

APPROVED BY:

Provost and  
Senior Vice President

Yes    No

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

President

Yes

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

Rank:\_\_\_\_\_ of\_\_\_\_\_ Requiw966st0 612 7ttttt 12 li



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

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.





**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.