



WAYNE STATE  
UNIVERSITY

## Sabbatical Leave of Absence for Academic Year 2024–25

**Faculty:** Following this memorandum, please find the coversheet and information required for academic year 2024–25 sabbatical leaves. Your application (consisting of items 1 - 2, 5 - 6 below) must be submitted to the department chairperson or equivalent administrator no later than **November 15, 2023**. **Review committees are composed of faculty and academic staff from diverse disciplines. Therefore, please write for highly educated professionals outside your discipline.**

**Schools and Colleges:** Once you are ready to submit your unit's applications, please contact [the Office of Faculty Affairs and Development](#) for instructions.

Applications must be submitted to the Office of the Provost by: **December 15, 2023**.

The individual applications should be arranged in the following order:

1. Application Coversheet with signatures;
2. Information Required by University Sabbatical Leaves Committee (questions 1-4);
3. Chair (or equivalent) evaluation;
4. Committee evaluation;
5. Report on last sabbatical (if applicable); and
6. Professional Record, **signed and dated by the applicant**.

According to the current contract, **“If the application is not approved at any level, the applicant will be informed that the application will not be forwarded further.”** Further information on procedures for evaluation of applications can be found in the WSU/AAUP-AFT Agreement, Article XIII.B.2.

Notification of the decision on the applications will be given by March 1, 2024.



# WAYNE STATE UNIVERSITY

## Application for Sabbatical Leave of Absence Coversheet

Name: \_\_\_\_\_ School/College: \_\_\_\_\_  
 Email: \_\_\_\_\_ Department: \_\_\_\_\_  
 Rank/Classification: \_\_\_\_\_ Campus Address: \_\_\_\_\_  
 Assignment (9 or 12 month): \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Most Recent Sabbatical: \_\_\_\_\_ [Please specify exact semester(s)]

**OR** check box if first sabbatical:

A sabbatical leave of absence is requested for the following semester(s):

OR (if the applicant has a 12-month appointment) for the following period (between August, 2023, and August, 2024):

4.5 months beginning :

9 months beginning:

It is understood that the attached plan for the scholarly use of the sabbatical leave is a part of this application. Further, the applicant agrees that if the sabbatical leave is granted (1) he/she will return to service with the University for two semesters in the year immediately following expiration of this leave, or refund the compensation paid him/her by the University during the leave (unless this obligation is specifically waived or deferred by the University President or his/her designee); and (2) he/she will submit a written report at the conclusion of the leave that sets forth the extent to which he/she has achieved the purpose for which the leave was granted. Please note that University Policy 03-4 "Consulting by University Faculty and Research Personnel" applies fully during sabbatical leaves (section 2.4), which means, among other things, that a faculty member on sabbatical may not average more than one day a week in consulting activities, and all consulting must be reported annually to the dean or director.

My signature, below, is certification that I have accumulated \_\_\_\_\_ semesters of teaching service under the terms of the WSU/AAUP-AFT contract and qualify for leave at 60% 80% 100% of salary.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
 Department Chair/Director \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
 Dean/Vice President \_\_\_\_\_ Date \_\_\_\_\_

## **Information Required by University Sabbatical Leaves Committee**

Please confine your answers to the space provided; any supporting materials may be attached. **Please append your professional record and these pages to the Coversheet for Sabbatical Leave of Absence.**

1. Please give a brief statement of your project. Include in the statement (1) a summary of the current state of knowledge in the area of your project (if applicable); (2) the methods you propose to employ; and (3) the contribution you expect to make to this field.

2. Please cite the value of the proposed sabbatical leave to your professional career and its value to the University. Also, list any of your publications or professional activities that are related to the current sabbatical proposal. Please include information, here, on how the activities undertaken during the most recent, previous sabbatical leave inform the work projected for the proposed leave.

3. Where do you plan to carry on your investigation and what influenced your decision to choose this location? Please note that it is recognized that successful sabbatical leaves are not dependent on travel to another location. (If the sabbatical requires a signed agreement between the faculty member and a sponsoring institution, please indicate the status of that agreement.)

4. Is there pending or already secured any fellowship and/or grant that you will use for support during your sabbatical leave of absence? Please give details.

Note: Applicants and administrators can check to find out whether or not the Provost's Office has received documents (items 1 to 6 listed for the application packet) for the sabbatical application by contacting [our office](#) after the deadline for application submission.