

FERRIS STATE UNIVERSITY
Application for Sabbatical Leave During 2012-2013 Academic Year
 (attach this cover page to your proposal)

Name of Applicant	Date
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Department	College or Division
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Title of Project

Sabbatical Leave is requested for (check appropriate box):

- One semester [Fall semester 20____ or Winter semester 20____]
 Two semesters

Project Type (check appropriate box):

- Community Service
 Program Development
 Professional Development
 Research/Creative Activity

I have read and agree to abide by the policies governing sabbatical leaves as specified in the FSU-FFA contract and the application guidelines.

Signature of Applicant	Date
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DEPARTMENTAL ACTION

I have reviewed this sabbatical leave request prior to its submission to the College Sabbatical Review Committee to be certain that the proposal is consistent with the goals and objectives of the unit involved.

Comments

Department Head Signature	Date
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ACTION OF COLLEGE SABBATICAL LEAVE COMMITTEE

RANKING: #_____ Among _____
 Recommended
 Not Recommended

Comments

Chairperson Signature	Date
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Dean Signature	Date
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ACTION OF UNIVERSITY SABBATICAL LEAVE COMMITTEE

RANKING: #_____ Among _____
 Recommended
 Not Recommended

Comments

Chairperson Signature	Date
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ACTION OF PROVOST ACADEMIC AFFAIRS

Awarded
 Not Awarded

Provost Signature	Date
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- i. Proposal Abstract
(One-hundred to one-hundred and twenty five word overview that can be, if the sabbatical is approved, included in the board of trustees report)
- ii. Objectives of Leave: A clear and concise list of objectives you will accomplish during the Sabbatical Leave
- iii. Plan: A detailed plan of activity you will follow to meet those objectives during the Sabbatical Leave, including a schedule and time frame for meeting the objectives, a description of the location of the Sabbatical Leave activities, including any special arrangements you have made with the college/university or organization involved, and a discussion of the relationship and value of the Sabbatical Leave activities to your current FSU position/assignment
- iv. A signed and dated Declaration Form
<http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/sabbatical/index.htm>
- v. Intellectual Property Rights: A description of any Intellectual Property (copyrightable or patentable material) materials you plan to develop during the sabbatical (e.g., textbook, new course, or web-based course)

Note: The FSU Intellectual Property policy requires that appropriate ownership of intellectual property you develop during a sabbatical be established *prior* to the sabbatical leave.

Prior to submitting your Sabbatical Leave proposal, email a description to Donald Flickinger, Associate Provost for Academic Affairs (flickind@ferris.edu) so that your interests are protected and appropriate Intellectual Property ownership is established in advance. Include a copy of the email communication with your sabbatical application.
- vi. Non-Ferris Remuneration (if applicable): A list and description of any non-Ferris remuneration for services that you will earn during the Sabbatical Leave period.
- vii. A signed and dated Declaration Form (see attached)
- viii. A bibliography pertinent to your proposed activities
- ix. A current, detailed resume/curriculum vitae