

FERRIS STATE UNIVERSITY  
**SABBATICAL LEAVE APPLICATION GUIDELINES**  
FOR LEAVES DURING THE 2012-2013 ACADEMIC YEAR

**Purpose and Eligibility**

**A. Purpose:** Sabbatical Leave is to encourage members to pursue special studies, investigations, and research that will contribute to their professional development and competence. Sabbatical Leaves are granted for special study, research, and/or other projects that will enhance the usefulness of the person to the institution; perform service on the local, state, national, or international level; and/or bring prestige to the university. Endeavors appropriate for consideration below:

1. **Community Service:** Faculty may use the leave to help develop programs at the local, state, national, or international level. For example, a faculty member's expertise might be used in evaluating and improving existing programs, training personnel in such programs, serving in professional organizations, editing professional journals, or organizing professional meetings, provided that the time and effort required by the project justify the extended time and release from duties afforded by a Sabbatical Leave.
2. **Professional Development:** Faculty may increase their skills and effectiveness as teachers, researchers, or creative professionals, or enhance their usefulness to FSU by developing a new specialty, strengthening a current specialty, or continuing their formal education. The Sabbatical Leave may be used to pursue a self-designed, structured program of individual study; participate in specialized programs; work with recognized leaders in the field; or pursue graduate, professional, or postdoctoral study, including work that is part of a relevant graduate degree program.
3. **Program Development:** The Sabbatical Leave may be used to develop new teaching techniques; to collect materials for new programs; to develop new ways of presenting material; to develop new curricula for implementation at FSU; to establish linkages between FSU programs and other organizations, agencies, or institutions; or to survey what is being done at other institutions as models for programs at FSU.
4. **Research, Artistic, and Creative Activities:** The Sabbatical Leave may be used to pursue a variety of pure or applied scholarly projects that may be interdisciplinary or focused within a discipline or area of specialization. Appropriate projects include creation, studies, or critiques of works of art or artistic performances; investigations undertaken to establish facts, principles, and techniques within a discipline; application of the principles and techniques of one discipline

to the problems of another; the systematic collection, analysis, and interpretation of data to address a theoretical or practical problem; and preparation of books, articles, lectures, exhibitions, or performances that illuminate interdisciplinary connections or make theories, issues, or methods of the faculty member's discipline or specialty accessible to wider audiences.

**B. Eligibility:** A member may apply for Sabbatical Leave after the completion of ten (10) semesters of continuous employment, excluding summer. The Sabbatical Leave may take place any time following the completion of the twelfth semester of continuous employment, excluding summer.

A recipient of a Sabbatical Leave is eligible for a subsequent Sabbatical Leave only after again fulfilling all of the above requirements, with time of employment being calculated from the date of return from the previous sabbatical.

**C. Duration:** The duration of Sabbatical Leave shall be determined by the validity of the request and the needs and resources of FSU. Sabbatical Leaves may be granted for one (1) or two (2) semesters or twelve (12) consecutive months but shall not exceed the period of time for which the applicant is regularly appointed. Under special circumstances, determined by the needs of the applicant and the interests of FSU, a Sabbatical Leave of two (2) or more nonconsecutive semesters may be granted so long as the total period on leave does not exceed the period of time for which the applicant is regularly appointed.