

FERRIS STATE UNIVERSITY

Application for Sabbatical Leave 2021-2022 Academic Year

Due October 15, 2020 to Unit/College Sabbatical Review Committee and Department Head/Chair

(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 Spring semester 20____]
 Two semesters

Project Type (check appropriate box):

Community Service
 Program Development
 Professional Development
 Research/Creative Activity

Project involves Human or Animal Subjects, submitted to IRB or IACUC on: _____ (date)

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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DEPARTMENT CHAIR/HEAD ACTION

FSU-FFA CONTRACT 10.4.F.3: FORWARD RESPONSE TO DEAN ON OR BEFORE NOVEMBER 15, 2020

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 Chair/Head Signature	Date
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COLLEGE SABBATICAL LEAVE COMMITTEE ACTION

FSU-FFA CONTRACT 10.4.F.3: FORWARD RESPONSE TO DEAN ON OR BEFORE NOVEMBER 15, 2020

FSU-FFA CONTRACT 10.4.F.4: DEAN TO FORWARD RESPONSE TO PROVOST/VPAA ON OR BEFORE DECEMBER 1, 2020

RANKING: # _____ Among _____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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Comments

Chairperson Signature	Date
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Dean Signature	Date
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UNIVERSITY SABBATICAL LEAVE COMMITTEE ACTION

FSU-FFA CONTRACT 10.4.F.5: FORWARD RESPONSE TO VPAA ON OR BEFORE JANUARY 15, 2021

RANKING: # _____ Among _____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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Comments

Chairperson Signature	Date
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PROVOST/VPAA ACTION

Awarded
 Not Awarded

Provost Signature	Date
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- I. Proposal Abstract: One hundred to one hundred twenty-five (100-125) 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, any special arrangements you have made with the college/university or organization involved, as well as 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
https://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Sabbatical/Sabbatical-Declarations.pdf
- 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 Leonard Johnson, Associate Provost of Academic Operations for Academic Affairs (LeonardJohnson@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. If your project involves research involving human or animal subjects, you need to submit a request to FSU's IRB (Institutional Review Board) (<http://www.ferris.edu/HTMLS/administration/academicaffairs/vpoffice/IRB/homepage.htm>) or IACUC (Institutional Animal Care and Use Committee) (<http://ferris.edu/HTMLS/administration/academicaffairs/vpoffice/iacuc/>) as part of the application process. Final approval of your proposal is contingent on IRB approval.
- VII. 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.
- VIII. A bibliography pertinent to your proposed activities
- IX. A current, detailed resume/curriculum vitae