

FERRIS STATE UNIVERSITY  
**Application for Sabbatical Leave 2024-2025 Academic Year**  
 Due October 15, 2023, to Unit/College Sabbatical Review Committee and Department Head/Chair  
 (Attach this cover page to your proposal.)

Name of Applicant	Date
-------------------	------

Department	College or Division
------------	---------------------

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 Subjects, submitted to IRB on: \_\_\_\_\_ (date)

Project involves Biohazard Material, submitted to IBC 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
------------------------	------

**DEPARTMENT CHAIR/HEAD ACTION**

*FSU-FFA CONTRACT 10.4.F.3: FORWARD RESPONSE TO DEAN ON OR BEFORE NOVEMBER 15, 2023*

*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
---------------------------------	------

**COLLEGE SABBATICAL LEAVE COMMITTEE ACTION**

*FSU-FFA CONTRACT 10.4.F.3: FORWARD RESPONSE TO DEAN ON OR BEFORE NOVEMBER 15, 2023*

*FSU-FFA CONTRACT 10.4.F.4: DEAN TO FORWARD RESPONSE TO PROVOST/VPAA ON OR BEFORE DECEMBER 1, 2023*

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

Comments

Chairperson Signature	Date
-----------------------	------

Dean Signature	Date
----------------	------

**UNIVERSITY SABBATICAL LEAVE COMMITTEE ACTION**

*FSU-FFA CONTRACT 10.4.F.5: FORWARD RESPONSE TO VPAA ON OR BEFORE JANUARY 15, 2024*

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

Comments

Chairperson Signature	Date
-----------------------	------

**PROVOST/VPAA ACTION**

- Awarded
  Not Awarded

Provost Signature	Date
-------------------	------

- 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](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 Steve Reifert, Associate Provost of Academic Operations for Academic Affairs ([SteveReifert@ferris.edu](mailto:SteveReifert@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 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>) as part of the application process. Final approval of your proposal is contingent on IRB approval. If your project involves research involving biohazard materials, you need to submit a request to FSU's IBC (Institutional Biosafety Committee) ([https://www.ferris.edu/administration/academicaffairs/vpoffice/Academic\\_Research/institutional-biosafety-committee.htm](https://www.ferris.edu/administration/academicaffairs/vpoffice/Academic_Research/institutional-biosafety-committee.htm)) as part of the application process. Final approval of your proposal is contingent on IBC 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