

# SABBATICAL LEAVES AT IUPUI

The following information applies to sabbatical applications being submitted in fall 2011 for leaves to be taken during the 2012-2013 academic year.

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# SABBATICAL LEAVES AT IUPUI

## Policies

For the faculty policy, [click here](#).

For the librarian policy, [click here](#).

## Guidelines

The purpose of the sabbatical leaves program at IUPUI is to enhance the professional growth of the faculty member or librarian in a way that is consistent with the mission of the department, school, and university. In completing the sabbatical application, it is important to identify the process and outcomes that will result from the sabbatical leave. It is mandatory that all faculty and librarians follow submission deadlines. Failure to do so will result in the application being returned. Any deviation from the deadline must be requested in writing by the Dean of the School to the Dean of the Faculties. There must be documented extenuating circumstances to warrant exceptions to the deadline. Only unusual and compelling rationale will be considered.

In developing the sabbatical leave application faculty and librarians might consider the following questions:

1. How will the sabbatical leave enhance the applicant's professional career?
2. How is the proposed sabbatical leave consistent with the mission of the department, school, and university?
3. How will the sabbatical leave allow the applicant to accomplish the proposed activities that could not otherwise be completed in conjunction with normal responsibilities?
4. How will the proposed plan and location best fulfill the objective of the sabbatical leave? For those staying on the home campus, an explanation of the advantages of remaining at IUPUI is necessary.

All sabbatical leave applications will be reviewed against the aforementioned purpose which indicates benefits to the university, the school, the department, and the individual faculty member. The significance of the proposed activity, as evaluated by the faculty member's peers and dean will be considered of utmost importance in the review and approval process. It is imperative that the proposed activity be consistent with the department, school and university mission and that this link be clearly established in the proposal. It is therefore suggested that a careful review be made within the school and by the dean. A strong statement indicating results of that review must be included within the dossier.

A faculty member at Indiana University has three academic functions: teaching, research, and professional service. Sabbatical applications can be granted for activities in any of these three areas. Travel to use other libraries, or research centers, to work with other scholars, or to conduct field research is genuinely necessary for scholarly endeavors. The

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sabbatical leave program provides times for such quality research and any such necessary travel incident thereto and allows members of the faculty to keep abreast of developments in their fields.

Acceptable proposals for the use of time include scholarly activities related to teaching, research, or professional service that are consistent with the mission of the department, school, and university. The following criteria may serve as guidelines for developing the sabbatical leave proposal:

1. The proposed activity must be innovative.
2. The proposed activities must have a clear benefit to the school and campus.
3. There must be a plan for assessing and reporting the results of the sabbatical leave to colleagues at IUPUI.
4. Normally, the activities must take place away from the home campus.
5. If the faculty members intend to spend part of the time teaching in other institutions, the activity must be justified within the goals of the proposal.

## Leave Periods

Sabbatical leaves at Indianapolis ordinarily are approved either for a semester at full pay or for the academic year at half pay. This is true for all eligible faculty, whether on a ten month or a twelve month appointment. However, other arrangements are possible in accord with a trustee-approved addendum to the policy: "A sabbatical leave need not be taken in a single academic year but may be divided over several academic years." We welcome applications in accordance with this policy, but suggest that faculty members discuss plans carefully with their respective chairperson or dean. In such circumstances the following guidelines should be kept in mind:

1. The initial application for a divided sabbatical leave must set forth plans for the total duration of the entire sabbatical leave, indicating when the applicant will take the various leave periods.
2. Any application requesting a divided leave which would include a period of less than a half a semester (eight weeks) should provide a well-supported rationale for the shortness of the leave period.
3. A divided sabbatical leave may be taken for a total of either ten months at half pay or five months full pay, but not for any combination of half and full pay periods.
4. Eligibility rules for a divided sabbatical leave remain the same as those for the conventional sabbatical leave. No part of a leave may be taken before the completion of six years of full time service in a tenure-track position.
5. The policy that all persons who have been on sabbatical leave are obligated to return to their regular positions at Indiana University for at least one academic year also applies to divided leaves.

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## Sabbatical Leaves for Librarians

Applications from librarians will be forwarded to the Dean of the Faculties on the campus where the librarian holds his or her appointment. The Sabbatical Leaves Committee for that campus will review these applications. The deadlines, approval and submission process for Librarian applications are the same as those for faculty at IUPUI.

## Financial Considerations

A faculty member might be eligible for tax benefits relating to travel and living expenses while on leave. He or she may wish to consult with a tax advisor to determine such eligibility.

## Health Insurance

Faculty members enrolled in a managed care health care plan who plan to be out of the Indianapolis area during their sabbatical leave may want to consider enrolling in a PPO Healthcare Plan (Preferred Provider Organization, Administered by Anthem) during the leave period. For managed care plans, coverage outside the service area is limited to emergency care while on sabbatical leave.

Faculty members interested in this option may contact [Human Resources Benefits Office](#) (4-4596) for additional information.

## Deadlines

1. A tentative list of faculty planning to apply for a Sabbatical Leave in 2011-2012 (for leaves to be taken during the 2012-2013 Academic Year) should be submitted by the Dean's office of each school to [Faculty Appointments and Advancement](#) (ofaa@iupui.edu) no later than **Monday, October 24, 2011**.
2. Deans, Directors and Chairs should specify the date by which applications should be submitted to their offices for review and approval.
3. Once they have been reviewed and approved, application portfolios should be forwarded by the Dean's Office of each school to the Dean of the Faculties no later than **Wednesday, November 16, 2011**. Applications received after this date will not be considered unless the Dean requests special consideration and documents extenuating circumstances.
4. *Completed applications must have the school Dean's approval before they are submitted to the Dean of the Faculties.* Applications which are **not** approved by the Dean should **not** be forwarded.
5. Applications from individuals in core campus and system schools will be considered by the Sabbatical Leaves Committee on the campus where he or she resides. Application deadlines for that particular campus should therefore be observed.

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## Approval

A sabbatical leave is not a leave which a faculty member or librarian automatically "earns" by having been employed for a given period of time. Rather, it is an investment by the University in the expectation that the sabbatical leave will significantly enhance the faculty member's or librarian's capacity to contribute to the objectives of the University. For this reason, all periods of sabbatical leave count as full-time service to the University and will be approved only if there is adequate reason to believe that they will achieve this purpose. ([Academic Handbook, section 2.4.3](#))

To ensure that these objectives are met, deans and their faculties are expected to evaluate each sabbatical leave proposal. Under responsibility center budgeting, each school should evaluate the resource implications of sabbatical requests and forward only those proposals which the school will support if approved on its merits.

Sabbatical Leave proposals must be approved and supported by each administrative level.

### Department Chair

- Once the department chair has approved the candidate's proposal, he/she will write a letter that states the department's support.
  - Please make sure your letter addresses any schedule adjustments, additional staff or other expenditures that will be necessary to accommodate the sabbatical leave requested.
  - The letter should be signed, dated and be on letterhead. This can all be done electronically or hard copies will need to be scanned.

### School Dean

- Once the dean has approved the candidate's proposal, he/she will write a letter of support.
  - Please make sure your letter addresses the ways in which the requested leave will benefit both the individual and the school as well as issues of budgeting and scheduling. Specifically, the dean should comment on the relationship of the proposed work to the school's strategic objectives and academic plan during the next five years.
  - The letter should be signed, dated and be on letterhead. This can all be done electronically or hard copies will need to be scanned.
- The school bears financial responsibility for sabbatical leaves approved by the University. Accordingly, Deans should forward only proposals for which a financial commitment has been made; Deans may decline to approve sabbatical leave applications for financial reasons.

### Dean of the Faculty/University Review Committee

- Sabbatical applications received by the Dean of the Faculties will be reviewed by the IUPUI Sabbatical Leaves Review Committee.

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- All applicants will receive preliminary notification of the committee's decision (usually by the beginning of March).
- Final letters will be sent after the Board of Trustees approval.

## Submission

Candidates will complete an [application portfolio](#) and submit it to their Chair (if applicable), Dean and the Dean of faculties for approval. The [application portfolio](#) consists of the following documents in the order they appear below:

- Sabbatical Leave Coversheet (**00-Coversheet**)
  - Already included in the application portfolio, simply needs to be filled out by the candidate before it is circulated for approval.
- Dean's Letter of support (**01-Dean's Letter**)
  - To be written and signed by the Dean then added to the candidate's portfolio after the application has been reviewed and approved.
- Chair's Letter of support, if applicable (**02- Chair's Letter**)
  - To be written and signed by the Chair then added to the candidate's portfolio after the application has been reviewed and approved.
- Application/Proposal (**03-Proposal**)
  - Already included in the application portfolio, this document needs to be filled out by the candidate before it is circulated for approval.
- Curriculum Vitae (**04-CV**)
  - The candidate will add this to the portfolio before it is circulated for approval.
  - Please use the new CV format for faculty on the IUPUI campus (published August 23, 2011). To see it, [click here](#).
- Supporting Documentation (**05-Documentation**)
  - The candidate will add this to the portfolio before it is circulated for approval. Multiple documents should be assembled into one PDF file before adding it to application portfolio.
- Sabbatical Leave Declaration (**06-Declaration**)
  - Already included in the application portfolio, simply needs to be filled out by the candidate.
- Sabbatical Leave Declaration (**07-Prior Leave Reports**)
  - *This section does not apply to all candidates.* Candidates that have taken prior sabbatical leaves must attach final reports for all previous sabbatical leaves.

Any documents added to the portfolio should be searchable PDF files\* and must be labeled as noted above in parenthesis.

The [application portfolio](#) itself must be labeled with the Candidate's Name and the [School's HRMS Code](#), for example:

- Smith, John – MED

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- Doe, Jane - LART

Once the candidate completes their portion of the application portfolio, they should submit it electronically to their department chair (or Executive Associate Dean if in a core school) for approval. For security purposes, it is recommended that this transfer take place using <https://www.slashtmp.iu.edu/>.

Once the Chair has reviewed the candidate's proposal and added their letter of support to the application portfolio, it should be submitted to the school's dean. Again, it is recommended that this transfer take place using <https://www.slashtmp.iu.edu/> for security purposes.

Once the Dean has reviewed the candidate's proposal and added their letter of support to the application portfolio, the Dean's office of each school will upload a zipped folder containing all the application portfolios for their school to <https://www.slashtmp.iu.edu/>. Once the zip file has been uploaded, send a secure download link to [ofaa@iupui.edu](mailto:ofaa@iupui.edu) and an additional e-mail with the file password to [Christy Cole](mailto:ckcole@iupui.edu) (ckcole@iupui.edu).

You may view a sample application portfolio [here](#).

*Unfortunately, samples of exemplary proposals are not available at this time.*

*\*When existing electronic files are converted into PDF format, they are usually searchable. When documents are scanned, additional steps will need to be taken to make the document searchable. For help with either process, see [PDF Instructions](#).*

If you need assistance filling out the application portfolio, see [Sabbatical Application Portfolio Instructions](#) for more information.

## **Reports**

Within three months of returning from a sabbatical leave, faculty and librarians are required to submit a [Sabbatical Leave Report](#). The report is to be reviewed and signed by the department chair and school dean before being routed electronically to [Faculty Appointments and Advancement](#) or via campus mail (AO 126 – attention Christy).

## **Questions, Comments or Suggestions**

If you have any questions, please contact Christy Cole ([ckcole@iupui.edu](mailto:ckcole@iupui.edu) or 4-4630) or Carol McGarry ([cmcgarry@iupui.edu](mailto:cmcgarry@iupui.edu) or 4-4627).