IUPUI SABBATICAL LEAVES PROCESS

Only tenured faculty and librarians who have completed six years of full-time service at Indiana University are eligible to apply for sabbatical leaves. Time in non-tenure appointments do not count toward sabbatical eligibility if subsequently converted to a tenure-eligible position. Tenure-eligible faculty and librarians may not be granted sabbatical leave during the probationary period of a tenure-eligible appointment, which means they can apply for a sabbatical leave in their seventh year to be taken during their eighth year.

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, except for Social Work and Nursing, which will be reviewed by the IUPUI committee. Application deadlines for your particular campus should be observed.

Sabbatical leaves ordinarily are approved either for one semester at full pay or for the academic year at half pay. This is true for all eligible faculty and librarians, whether on a ten-month or a twelve-month appointment. Other arrangements are possible in accord with a trustee-approved addendum to the policy approving divided leaves. We welcome applications in accordance with this policy, but suggest that faculty members and librarians discuss plans carefully with their respective chair or dean. Please keep in mind:

1. The initial application for a divided sabbatical leave must set forth plans for the total duration of the entire sabbatical leave and indicate when the applicant will take the various leave periods.
2. Any application requesting a divided leave for 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.

Sabbatical Leave proposals must be approved and supported by each administrative level; however, schools bear the financial responsibility for sabbatical leaves approved by the University. Accordingly, deans should forward only proposals to the campus level which the school will support if approved on its merits. Deans may decline to approve sabbatical leave applications for financial reasons.

Applications must be submitted electronically in PDF portfolio, contain the following documentation and adhere to these standards:

- Sabbatical Leave Coversheet (**00-Coversheet**)
  - Already included in the application portfolio, simply needs to be filled out by the applicant 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 applicant's portfolio after the application has been reviewed and approved.
    - 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.
  - o If the school has a committee that reviews the applications, that report should be included in this section after the Dean's letter.

- Chair's Letter of support, if applicable (**02- Chair's Letter**)
  - o To be written and signed by the Chair then added to the applicant's portfolio after the application has been reviewed and approved.
    - ▪ 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.
  - o If the department has a committee that reviews the applications, that report should be included in this section after the Chair's letter.

- Application/Proposal (**03-Proposal**)
  - o Already included in the application portfolio, this document needs to be filled out by the applicant before it is circulated for approval.

- Curriculum Vitae (**04-CV**)
  - o The applicant will add this to the portfolio before it is circulated for approval.
  - o Please use the CV format for faculty on the IUPUI campus. There are two different versions available, one where your information can be placed in a table format or a tabbed format. You may also view it as a PDF. Omit headings that do not apply to your career. If you have additional categories, place them in the most logical area, consistent with this format. As long as you include all the requested information in the order presented, you are not required to use the tabbed or tabled format provided. Adherence to the IUPUI order and requested information will foster consistency as well as facilitate effective and efficient dossier review.

- Supporting Documentation (**05-Documentation**)
  - o The applicant 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**)
  - o Already included in the application portfolio, simply needs to be filled out by the applicant.

- Sabbatical Leave Reports (**07-Prior Leave Reports**)
  - o *This section does not apply to all applicants.* Applicants that have taken prior sabbatical leaves **must** attach final reports for all previous sabbatical leaves. If you cannot find a copy, you must write one or your application will not be reviewed by the campus committee.

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Any documents added to the portfolio should be searchable PDF files* and must be labeled as noted above in parenthesis. For those not familiar with PDF Portfolios, please see section V on page 7 of PDF Instructions for an explanation and instructions on how to add files to the application portfolio.

> *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.*

The application portfolio itself must be labeled with the applicant's name and the school's HRMS code, for example:
- Smith, John – MED
- Doe, Jane - LART

Once the applicant 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. The chair will pass approved applications to the dean.

The dean's office of each school will upload a zipped folder containing all the approved 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 and an additional e-mail with the file password to Karen Lee klee2@iupui.edu .