

Academic Appointments  
Miscellaneous Policies and Practices

I. Sabbatical Leave

A faculty member on the tenure track is eligible for one sabbatical leave during each period of seven years' full-time service (including time on sabbatical, following the completion of his/her first six years of full-time service). The purposes of the sabbatical leave program are to provide time for faculty to do scholarly research and related travel and to allow faculty to keep abreast of developments in their fields. Faculty members who request sabbatical leaves are required to submit a proposal that substantiates that request. The faculty member must provide evidence that his/her request is consistent with the divisional and/or campus priorities/goals. Divisional requests are not to be reviewed as competitive. At all levels of review, recommendations shall be based on the merits of the application.[EFS 3/20/90] During the first full academic term following the sabbatical leave the faculty member will be expected to present a seminar. The seminar will report to the faculty, staff and students the faculty member's sabbatical experiences and accomplishments. Scheduling of this seminar will be arranged through the Office of the Vice Chancellor for Academic Affairs. [EFS 4/30/91]

[EFS 3/20/90] The following policy for budgeting funds for sabbatical leaves will be established:

1. The Vice Chancellor for Academic Affairs shall be responsible for preparing the budget request. The Vice Chancellor for Academic Affairs shall circulate a sabbatical eligibility schedule for all faculty in the fall of each year.
2. By January 31st, each Division shall submit to the Vice Chancellor for Academic Affairs a list of faculty who intend to apply in the fall for a sabbatical leave which is to begin the following academic year. The Vice Chancellor shall request from each academic division the sabbatical budget needed for that division. Each division shall determine its projected budget needs according to the following guidelines:
  - A. Departmental/Divisional scheduling problems will be resolved by the Division, in consultation with the Vice Chancellor for Academic Affairs.
  - B. In most cases, sabbatical faculty will be replaced by a one-year visiting faculty or when necessary by part-time instructors.
  - C. Budgeting for sabbatical requests shall be made at no less than the appropriate adjunct instructor rate.
3. The Vice Chancellor for Academic Affairs shall combine the divisional requests to determine the potential campus-wide sabbatical leave budget request.
4. A budget line shall be established to support faculty Professional Development including Faculty Sabbatical leaves. If surpluses are generated in any given year, they shall remain in this line and will be applied toward the cost of future professional development needs.
5. Eligible faculty members will make formal applications to their Division Chairperson during September of the year preceding the requested sabbatical.

6. The Division shall forward recommended applications to the Vice Chancellor for Academic Affairs by October 1st of the year preceding the sabbatical.

7. The Vice Chancellor for Academic Affairs is encouraged to forward the applications to the Research and Grants Committee for its review and recommendations. Applications shall be forwarded to the Chancellor's office by October 31st.

8. By November 15th the Chancellor shall notify the applicant in writing as to the final recommendation on the application.

9. In the case of a negative decision, a written explanation of the reasons will be provided to the applicant by the Chancellor.

10. Illustrative Timeline

2 years before sabbatical	Fall	Vice
Chancellor circulates eligibility list		
Jan. 31	faculty indicates intention	
1 year before sabbatical	Sept	submit formal application
	Oct. 1	applications received by Vice Chancellor
Oct. 31	applications forwarded to Chancellor	
Nov. 15	Chancellor notifies applicants	
sabbatical year leave	Fall	go on sabbatical
return from sabbatical	Fall	present seminar

Faculty members who are granted a sabbatical leave are required to present a faculty colloquium at IU East during the first semester of their return concerning the subject of their study while on sabbatical. [EFS 4/24/91]

II. Sick Leave

In case of illness of any full-time academic appointee, he/she shall be paid six weeks' full salary during the illness and 50 percent for the balance of the semester in case the illness continues that long.

Where prognosis for early recovery is favorable, the University may, upon recommendation of the Chairperson or immediate supervisor followed by concurrence of the Vice Chancellor for Academic Affairs of Indiana University East, extend the period of sick leave beyond the limits of one semester to a total maximum of six weeks at full pay and nine additional weeks at one-half pay. Beyond such periods

or upon recognition that the illness will be more prolonged, the individual shall be placed upon leave without pay (Board of Trustees action).

### III. Leaves of Absence

Leave of absence may be requested at any time during a faculty member's academic appointment on the provision that an adequate replacement can be secured for the period of the leave. Applications for leave will initiate with the faculty member and be directed to the applicant's Division Chairperson. Approval from both the Division Chairperson and the Indiana University East Vice Chancellor for Academic Affairs on the merit and feasibility of the request must be obtained before a request for leave may be granted. Time spent on leave of absence does not apply toward tenure and promotion considerations. Leaves of absence without pay are limited to one year.

### IV. Faculty Travel

Indiana University East, within the limits of its means, provides travel funds for the staff whenever such travel is justified as part of the necessary work of the institution. Allowances for institutional travel for university instructional and administrative business and for travel to professional meetings within the continental limits of the United States are made. Individuals are expected to be prudent utilizing travel dollars and to travel in groups whenever possible to reduce institutional travel costs.

### V. Support of Research

Every effort will be made to accommodate and assist faculty members in undertaking research, although the first commitment at Indiana University East remains to teaching. Research and the University Graduate School (RUGS) at the Bloomington campus can provide considerable advice and assistance on research proposals. Locally, faculty members are encouraged to apply for Grants-In-Aid and Summer Faculty Fellowships.

### VI. Summer Faculty Fellowships

A limited number of summer fellowships are awarded to regular faculty members who wish to devote full time to creative work in the arts or to research. Recipients must not hold an appointment at any time during the summer which requires any teaching or other service, and they must be planning to remain on the faculty during the following year. Availability of summer faculty fellowships is announced by the Vice Chancellor for Academic Affairs in February. All applications are routed to the Research and Grants Committee for study and recommendation to the Vice Chancellor for Academic Affairs.

### VII. University Research Operations Committee

Please see the Indiana University Academic Handbook.

### VIII. Faculty Publications and Achievements

Faculty members whose work is accepted for publication, or who receive other honors, should submit copies for inclusion in the faculty member's file.

#### IX. Faculty Development Mentor Program

The following parameters will define the IU East Mentoring Program:

1. This voluntary program is designed primarily for "junior faculty," that is those who are either on a tenure-track appointment, or those who are in lecturer positions (visiting or otherwise); each member of the faculty will be apprised of the Mentor Program and have the opportunity to participate if he or she desires to do so;
2. Mentors will be those full-time faculty who have been granted tenure at IU East and who volunteer to serve in the role; they will indicate their interest to the Office of the Vice Chancellor for Academic Affairs and any restrictions they feel are appropriate with respect to their service (e.g., a division chair who is volunteering to serve as a mentor may wish to indicate those disciplines he or she would prefer to serve - excluding one's own); the mentor's role is advisory only;
3. A division chair will not mentor someone within his/her division;
4. Each member of the faculty electing to request a mentor is to be reminded that the mentor is not a substitute for the division chair, and that annual performance will be evaluated by the division chair;
5. The President of the Faculty Senate, working in conjunction with the Vice Chancellor for Academic Affairs and the members of the Academic Affairs Council, will provide an annual program for training and refreshment of mentors; new volunteers are expected to complete an annual program before serving as mentors;
6. The President of the Faculty Senate will provide support for establishing mentor contacts;
7. The establishment of a sense of trust will be one important characteristic of the mentor relationship; therefore, the mentor will treat discussions with his or her colleague as confidential.

Passed: Faculty Senate Handbook 12/95