

FACULTY SABBATICAL LEAVES

Indiana University provides a sabbatical leave program to its full-time faculty and librarians on tenure. According to the *Academic Handbook, Indiana University*,

“The sabbatical leave program is undertaken to provide time for scholarly research and any travel incident thereto and to allow members of the faculty to keep abreast of developments in their fields of service to the University.”

“A sabbatical leave is not a leave which a faculty member 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 capacity to contribute to the objectives of the University. For this reason, sabbatical leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.”

“A statement of proposed use of time is required to indicate the manner of achieving these general objectives. Acceptable programs for the use of time may include:

1. Research on significant problems
2. Important creative or descriptive work in any means of expression, for example, writing, painting, and so forth
3. Postdoctoral study along a specified line at another institution
4. Other projects satisfactory to the responsible committees and/or deans”

“Adherence to an approved plan is expected of a faculty member. At the termination of the leave, and not later than three months after returning to the campus, the faculty member shall submit a report of activities undertaken, which will be used in evaluating future applications for sabbatical leave of persons who have had one or more sabbatical leaves.”

(See the *Academic Handbook, Indiana University* for more complete information about the sabbatical leave program, including terms of leave, eligibility, and scheduling.)

SABBATICAL LEAVE APPLICATION GUIDELINES

Applications for sabbatical leaves for a given academic year, whether for the full-year or for one semester, are submitted and reviewed during the preceding fall semester.

The first step in requesting a sabbatical leave is to send a memo to your Dean by the fourth Monday in September indicating your intent to request a sabbatical leave for the next academic year. Please consult the *Academic Handbook, Indiana University* for sabbatical leave eligibility rules prior to initiating your request.

You must then submit a completed application along with your Dean's recommendation to the Office of Academic Affairs no later than the second Monday in October.

In addition to the completed cover sheet, the application should provide:

1. A detailed description of the project(s) to be carried out including expected outcomes. The description should follow the general guidelines and formats used in requesting research and creative work support and thus include at a minimum: a) sufficient background to understand the significance of the proposed project; b) a clear statement of

the purposes of the project; c) clear descriptions of the objective(s) and activities of the project; and, d) a brief description of your plans for disseminating the results of your project.

2. A description of the benefits of the sabbatical for a) the faculty member, and b) Indiana University East.
3. Information about any funding support from other sources that you are seeking or have received, and, if applicable, how Indiana University East may be of assistance in helping you apply for such support.

The Indiana University East Sabbatical Committee will review all requests for sabbatical leaves and make recommendations for approval or disapproval to the Executive Vice Chancellor for Academic Affairs. The Executive Vice Chancellor for Academic Affairs will then forward his or her recommendations to the Indiana University East Chancellor. Requests receiving campus approval will then, in accordance with University policy, be forwarded through the President to the Board of Trustees for final approval.

Please note, if your project involves research with humans and/or animals and thus requires IRB and/or Animal Use and Care approval, final awarding of a sabbatical leave will be contingent upon receiving such approval.

Faculty members who are granted a sabbatical are required to provide a written report of the activities undertaken during the sabbatical leave and to present an open, publicized colloquium on their work sometime during the semester following their return. Please make arrangements for this presentation through the Office of Academic Affairs.

**SABBATICAL LEAVE APPLICATION
COVER SHEET**

Request is for Academic Year _____ - _____

Name:

School:

Type of sabbatical: _____ Full Year _____ Fall Semester Only
 _____ Spring Semester Only _____ Other (Explain)

IRB approval: _____ yes _____ No _____ Not Applicable
(Attach Approval Letter)

Animal Committee approval: _____ yes _____ No _____ Not Applicable
(Attach Approval Letter)

School Recommendation: _____ Approved _____ Disapproved

Reason/Comments:

If Approval is recommended, indicate how faculty's responsibility will be covered during the sabbatical.

Dean's Signature:

Date:

Sabbaticals Committee: _____ Approved _____ Disapproved Date _____
Reason/Comments:
Signed:

Executive Vice Chancellor for Academic Affairs: _____ Approved _____ Disapproved
Date _____
Qualification for sabbatical leave confirmed: _____ Yes _____ No