

# **Guidelines for Sabbatical-like Leave for Non-Tenure Track Faculty**

## **Part I: Guidelines**

### **Background:**

The Indiana University Academic Handbook provides a general description of the University's Sabbatical Leave Program. In the sections covering the "rights and responsibilities" of lecturers and clinical faculty, the IU Academic Handbook provides the following statement: "These faculty are not eligible for University sabbatical leave, but schools [regional campuses] may provide sabbatical-like leaves for their clinical faculty and lecturers." The Handbook also specifies that the campus deans and chairpersons have a role in determining the eligibility of the faculty for sabbatical-like leave. The purpose of this document is to outline a process and provide guidelines for evaluating a sabbatical-like leave application of non-tenure track faculty (NTT faculty) and to guide deans and chairs in determining the eligibility of senior lecturers, teaching professors, and promoted clinical faculty for sabbatical-like leaves.

### **Purpose of sabbatical-like leaves:**

The sabbatical-like leave program is intended to provide time for non-tenured faculty members to pursue professional learning and collaborations with colleagues related to their teaching and service responsibilities. A sabbatical-like leave is not a leave which a non-tenured faculty member "earns" automatically by having been employed for a given length of time. Rather, it is an investment by the campus in the expectation that the sabbatical-like leave will significantly enhance the faculty member's capacity to contribute to the objectives of the campus related to the teaching and service roles of these faculty members. For this reason, sabbatical-like leave applications are approved only if there is adequate reason to believe that they will achieve this purpose. The faculty member applying for sabbatical-like leave should compose a statement of the proposed use of time to indicate the manner of achieving these general objectives.

Acceptable programs for the use of sabbatical-like leave time may include:

1. Teaching and/or service-related research related to campus or program objectives
2. Professional development related to campus or program objectives
3. Other teaching-related projects satisfactory to the responsible committee, deans, and/or Executive Vice Chancellor for Academic Affairs

### **Eligibility:**

Consistent with the provisions of the IU Handbook and the South Bend campus' commitment of investing in the development of its entire faculty, full-time senior lecturers, teaching professors and clinical faculty (associate clinical professors and clinical professors) are eligible for sabbatical-like leave under the following provisions:

- I. Faculty members are eligible for sabbatical-like leave after seven years' full-time service and after achieving an appointment at a senior rank.
2. After having been awarded an initial sabbatical-like leave, faculty members will become eligible for another sabbatical-like leave after serving full-time for an additional seven years (including time on sabbatical-like leave).

3. To be eligible for sabbatical-like leave, a faculty member must agree to reimburse the campus for any salary, retirement contributions, and insurance premiums paid during the leave in the event the faculty members do not return to the campus for at least one academic year immediately following the leave.

**Terms of leave:**

Sabbatical-like leaves will be for one semester at full salary or for one year at half salary. One-year sabbatical-like leaves may be divided over two academic years, provided the regular academic year semesters affected are consecutive. The sabbatical-like leave program requires that persons on sabbatical-like leaves devote full time to the activity for which the leave was granted and will receive no salary or stipend from other sources than the Campus except that (1) persons on leave at half pay for one year may engage in teaching-related scholarly activity consistent with that for which the leave was granted, and honoraria do not exceed approximately the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and expenses related to their leave activity.

**Allocation of resources:**

It is essential that support for the Sabbatical-like Leave Program does not diminish the Campus' commitment to and support for its Sabbatical Leave Program. Moreover, as the purposes for sabbatical-like leave for non-tenure track faculty are distinct from the purposes of sabbatical leave for tenured faculty members, individual departments should not be required to compare the two different kinds of leave applications for the purposes of evaluation and recommendation to the deans and the EVCAA for approval.

**Scheduling of leaves:**

Because sabbatical leaves and sabbatical-like leaves have an impact on an individual department's capacity to schedule required courses and to otherwise manage their affairs, deans and chairs will take consideration of department resources when scheduling sabbatical and/or sabbatical-like leaves in the same department.

## **Part II: Application Process**

1. Each year, sabbatical-like leave requests will follow the same timeline for review and approval as sabbatical leave requests.
2. All sabbatical-like leave requests must be accompanied by an endorsement and faculty replacement plan from the department chair.
3. Email one PDF copy of your application form with signatures and the endorsement by the chair of the department to the dean. The application encompasses: (1) Sabbatical-like Leave Application Form, (2) Chair endorsement and replacement plan, and (3) a statement of the proposed use of time. If this is a second sabbatical application—place your previous Completion of Sabbatical Report at the end of the document.

4. The applicant should compose *a statement of the proposed use of time* and submit it to the Department Chair. The statement should be no more than five pages of single-spaced text (12 point type), exclusive of the curriculum vitae and any bibliography or other necessary appendices. You should write your statement so that it can be understood by someone outside your discipline. Please describe the following information:

(1) Title: Title of proposed sabbatical-like leave project.

(2) Description of the professional learning and collaboration activities: Clearly explain the professional learning and collaboration activities with colleagues related to their reaching and service responsibility. Make clear the purpose of the project and explain its rationale. Clearly articulate the methods to be used to address the objectives of the project. Provide enough detail on procedures, time schedule, and resources so that the plan can be judged for thoroughness of planning and for feasibility. Explain how you intend to allocate your time to the different tasks you plan to undertake. If you are proposing a project that will not be completed by the end of the sabbatical-like leave, you should identify the specific pieces that will be accomplished and explain why the sabbatical-like leave is appropriate for the purpose of achieving those specific goals.

(3) Background information: Describe any previous professional work, professional learning, or collaboration activities related to the proposed activity. The relationship of previous activities and proposed activity should be indicated.

(4) Location of project: State the principal location of your project. Indicate plans for travel and arrangements for use of libraries, laboratories, or work with colleagues at other institutions. If you plan to work at other libraries, archives, institutions, laboratories, or the like, please indicate whether you have yet secured permission to do so.

(5) Benefits expected from sabbatical-like leave: Detail the benefits that the work undertaken during the period of sabbatical leave promises to deliver, such as improvement in professional ability, improvement in teaching effectiveness, and overall contribution to the institution.

(6) Sources and amount of funds: List sources and amounts of funds in the form of a grant, fellowship, allowance for expenses, or payment for services during the period of the sabbatical leave. (Any arrangement for payment for services during the period of leave should be fully described.)

(7) Previous sabbatical-like leave report: Attach a copy of “The Report on Completion of Sabbatical-Like Leave” form which was prepared after your last sabbatical.

Note: Content from: <https://academics.iusb.edu/aa-faculty-resources/aa-sabbatical.html> was used to inform this process