

## **IUPUI Guidelines for Preparation and Review of Sabbatical Leave Applications**

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 the 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 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 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 program 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.

Several model sabbatical leaves applications are available for review in the [Center for Teaching Learning](#). (Please note: FAA is working on making these samples available on our [website](#) by September 2009.)

Any questions concerning the above guidelines or other parts of the sabbatical leaves process should be addressed to the Associate Dean of the Faculties in the office of Faculty Appointments and Advancement.