

TO: Academic Deans

FROM: Carol McGarry  
Assistant Dean of the Faculties

SUBJ: Sabbatical Leaves

DATE: July 1, 2009

The enclosed schedule and background information concern the 2009-2010 sabbatical leaves process at IUPUI. Please share these materials with those in your unit who intend to apply for a sabbatical.

A sabbatical leave is not a leave which a faculty member or librarian 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 or librarian'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. (Academic Handbook - 2005, p.93)

To ensure that these objectives are met, Deans and their faculties are expected to evaluate each sabbatical leave proposal. When applications are submitted for the 2010-2011 year, I am requesting that each candidate's Dean write a cover letter that states the unit's support. Such letters should describe ways in which the requested leave will benefit both the individual and the school. 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 IUPUI Sabbatical Leaves Committee has asked me to emphasize how important these letters are to the deliberations of the committee. Under responsibility center budgeting, each school should evaluate the resource implications of sabbatical requests and forward only those proposals which the school will support if approved on its merits. Please note that the dean's approval is necessary before a sabbatical leave application will be considered at the campus level. Sabbatical leave applications which have not been approved by the dean should not be forwarded.

Also enclosed are guidelines containing important information regarding the preparation and review of sabbatical leave applications, as well as a current sabbatical leave application and report form. Please read them carefully and duplicate and distribute the forms to those of your faculty planning to apply for a sabbatical leave during the 2010-2011 year.

The applications (original and two copies) are due in this office by ***Wednesday, November 18, 2009***. Please provide a tentative list of applicants to me by Monday, October 26, 2009. I would urge you to emphasize to your faculty the importance of early planning so that their applications can be submitted on or before this specified date for submission. The Sabbatical Leaves Committee is not an ongoing committee and meets one time during the year to consider all applications. For this reason, we cannot consider applications received after the established deadline unless there are compelling reasons to do so.

If you have any questions concerning sabbatical leaves, please contact me.

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