

**INDIANA STATE UNIVERSITY
FACULTY SABBATICAL LEAVES
GUIDELINES
(revised for 12-9-04 Board of Trustees approved policy)**

General Information

Sabbaticals are awarded to faculty members for the purpose of enhancing their professional skills and knowledge to better enable them to contribute to the mission of the University. A regular faculty member is eligible for a sabbatical leave after completion of at least 12 semesters of full-time service at the University since the date of appointment or since the end of a previous sabbatical leave. Sabbatical requests are made using forms supplied by the Office of Academic Affairs. Requests require the recommendation of the department chairperson and dean, with possible review by department and school committees, before being reviewed by the Provost and Vice President for Academic Affairs. The University Leaves Oversight Committee (ULOC) oversees the review process and is notified in cases of inconsistencies among recommendations; and the Committee will review appeals of denied sabbaticals. When granted a sabbatical, the faculty member commits himself/herself to returning to Indiana State University.

Summary of Applicable Policies

- a. Eligible persons must notify their chairpersons of their intent to file for a sabbatical leave by September 15 of the year prior to the academic or fiscal year during which they intend to begin the sabbatical. The actual application for sabbatical leave must be submitted to the department chairperson on or before November 5. The application, with the department's evaluation, will be forwarded to the appropriate dean's office for additional review on or before January 10. The evaluated application will be forwarded to the Office of Academic Affairs on or before February 1. The Provost notifies the applicant of the rationale and decision to approve or disapprove each proposal by March 1. The President will inform the applicants of the final recommendation by April 15.
- b. A sabbatical is not automatically granted. It must be approved by the Provost and Vice President for Academic Affairs, with recommendations from the department, the appropriate college, based on the overall quality and importance of the proposed activity. An appeal process is in place for those whose proposal was disapproved. Sabbatical leaves may be deferred for programmatic and/or financial reasons.
- c. The sabbatical leave may be taken for one semester (fall or spring) at full pay or for one academic year (fall and spring) at 60 percent pay. A sabbatical leave for a full calendar year can be granted to those on academic year appointments, with a 60 percent pay calculated separately for the spring and subsequent fall semesters of the leave period. A faculty member holding a fiscal-year appointment may be granted a leave for six months at full pay or twelve months at 60 percent pay.

- d. The faculty member retains his/her normal benefits package during the time of the sabbatical leave, with contribution schedules based on the salary paid.
- e. Within the first semester after the conclusion of the sabbatical, the faculty member must submit a summary report of accomplishments during the sabbatical leave to the Provost and Vice President for Academic Affairs, through his/her chairperson and dean.
- f. By accepting a sabbatical leave, the faculty member commits himself/herself to return to the University immediately following completion of the sabbatical.
- g. Appointees to the Leaves Oversight Committee should be selected to insure representation from all academic units.
- h. Qualitative feedback should be provided at all levels of the review process (i.e., Departments, Deans and University Leaves Oversight Committee). It is critical that all applicants receive feedback and understand the qualitative issues that are raised thorough out the application review process that may become a factor in the denial of sabbatical requests.

Procedures

1. By September 1, any special needs or priorities of the department, school, or University affecting approval of sabbaticals will be communicated by the appropriate unit head or heads to individual faculty members eligible to apply for sabbatical.
2. An eligible faculty member must notify the department chairperson of the intent to file for a sabbatical leave by September 15 of the year prior to the academic or fiscal year during which the requested sabbatical will begin.
3. The actual application for sabbatical leave must be submitted to the department chairperson on or before November 5. Until the application is delivered to the Provost and Vice President for Academic Affairs, a faculty member has the opportunity to withdraw the application.
4. Departments are permitted to have a departmental committee participate in the review process. In such a case, the department must delineate the role, membership, and procedures of the committee. Furthermore, the committee must present its recommendation about a particular proposal in writing to the applicant and department chair. The recommendation should address the same criteria used in Step 5 (below). This recommendation must accompany the proposal throughout the review process.
5. The department chairperson reviews the leave proposal for the following:
 - The overall quality of the proposal.
 - How the proposal contributes to the overall professional development of the applicant.
 - How the proposal contributes to the mission of the department.

6. After reviewing each submitted proposal, the department chairperson provides each applicant his or her assessment of the proposal in writing. If the department chairperson has any questions about the proposal, he or she seeks clarification from the applicant. The applicant has five [5] working days to respond to questions raised by the department chairperson. Approvals of subsequent sabbatical requests are contingent upon submission of summary report that is to be submitted within the first semester after the conclusion of the sabbatical.
7. By January 10, the department chairperson forwards all proposals from faculty members in his or her department to the dean's office for the dean's review. In addition, the chairperson must indicate the costs and benefits associated with the proposed leave. The department chairperson must clearly explain how the responsibilities for each faculty member will be met by the department. The rationale must include the costs and benefits associated with the proposed leave and explain how the responsibilities for each faculty member on leave will be met by the department. a list of courses that must be taught during the semester or year of the faculty member's leave and the dollars necessary to employ replacement faculty. Also included must be a list of the service responsibilities of the leave applicant (e.g., advising) and indications of how these will be covered.
8. The dean repeats the same review of each proposal as the department chairperson with one exception; namely, the dean reviews the proposal (see step 5 above) for the following:
 - The overall quality of the proposal.
 - How the proposal contributes to the overall professional development of the applicant.
 - How the proposal contributes to the mission of the college.
9. Any college is permitted to have a committee participate in the review process. In such a case, the college must delineate the role, membership, and procedures of the committee. Furthermore, the committee must present its recommendation about a particular proposal in writing to the applicant, the department chair, and dean. The recommendation should address the same criteria used in Step 8 (above). This recommendation must accompany the proposal throughout the remainder of the review process.
10. The results of the dean's review of each proposal must be shared in writing with the applicant and with the applicant's department chairperson. The applicant has five days to respond to any concerns or questions raised by the dean and/or provides additional documentation to strengthen the proposal. By February 1, the dean forwards all proposals by unit faculty to the Provost with all review materials (i.e., that prepared by chairpersons, deans, or sanctioned committees
11. The Provost and Vice President for Academic Affairs reviews the recommendations of the department chairperson, the dean, and any departmental or college committees as well as the associated rationales concerning each proposal forwarded and then makes a decision concerning approval. In cases of inconsistency among the recommendations from the department chairperson, the dean, and any departmental or college committees, before making a decision, the Provost shall consult jointly with the concerned department

chairperson and the dean. In cases where the recommendations are consistent at the previous steps but the Provost intends to disagree, the Provost shall consult, as above, with those who made the recommendations. The Provost notifies in writing the applicant, the applicant's dean, department chairperson, and the chairperson of the University Leaves Oversight Committee of the rationale and decision to approve or disapprove each proposal by March 1.

12. The members of the University Leaves Oversight Committee shall be elected to staggered three-year terms by the faculty from the profession schools, the College of Arts and Sciences, and the library, with three [3] members elected from the College, and one [1] from each professional school and the library. Only tenured faculty members are eligible to serve.
13. Any individual who has had his or her proposal disapproved has the right to appeal to the University Leaves Oversight Committee. He or she will have ten working days to appeal in writing to the University Leaves Oversight Committee chairperson, making certain to provide a copy of the response to all concerned parties (i.e., department chairperson, the dean, and the Provost). In the event of such a process, the committee as a whole will review the documents and call on the concerned parties (i.e., appellant, department chairperson, the dean, and the Provost) to clarify their positions. A quorum of the committee will be required to review all written arguments as well as to hear all oral arguments. The University Leaves Oversight Committee will make its recommendation to the President, copying its deliberations to all concerned parties (see parenthetical listing above). This part of appeal process should be concluded by March 31.
14. The President of Indiana State University will receive all documentation from the chairperson of the University Leaves Oversight Committee concerning appealed sabbatical leave requests, which have been denied. The President may or may not ask for additional clarification from any or all concerned parties. By April 15, the President will render a final decision in writing with respect to the approval or disapproval of appealed sabbatical leave requests, informing all concerned parties (appellant, department chairperson, dean, and members of the University Leaves Oversight Committee) of his or her decision. No further appeals are possible through any sanctioned University process.

STATEMENT OF LEAVE PROJECT

Attach a statement explaining the nature of the proposed leave project, showing how the applicant and University will benefit as a result of the experience to be gained by the faculty member during the leave. The applicant is responsible for explaining how proposed sabbatical activities might enhance professional capabilities, benefit students, and/or accomplish the goals of the University. Attach copies of any documents that would clearly support your proposal. Your application will be judged based on criteria previously identified in items 5 and 8 of the procedures. The following three elements should be included in your leave statement:

1. Provide a brief summary of the leave project (100-300 words).
2. Provide a brief summary of the principal results of your most recent ISU sabbatical leave (if you have had one) including articles accepted, exhibitions held, courses developed, and so forth.
3. Provide a leave narrative:
 - a. Identify specific objectives and expected outcomes for this leave.
 - b. Explain the anticipated contributions of the leave to the faculty member, department, and University in relation to teaching, research, and/or service.
 - c. Provide a timetable for completion of the proposed activity, and explain any contingency plans if needed.
 - d. Explain where and how you will carry out the project. (Cite schools, agencies, industries, etc., where study or travel is planned, the status or preparation required prior to leave, auspices under which study is to be done. Attach copies of appropriate letters of invitation, correspondence with cooperators or institutes, graduate student agreements, etc.)
 - e. Explain any time-specific characteristics of the leave proposal.
 - f. Identify the nature, amount, and sources of anticipated supplementary support (scholarships, fellowships, research grants, etc.) for this project or proposal.
 - g. Indicate any previous work or preparation in direct support of your proposed leave project (include pertinent dates, arrangements or agreements, indications of progress, etc.)

FREQUENTLY ASKED QUESTIONS ABOUT SABBATICAL PROPOSALS

Department chairs, deans, and members of the University Leaves Oversight Committee, i.e., all of those who review sabbatical proposals at the University, are often asked questions about various topics related to the sabbatical program. Some of the questions can be answered by direct reference to policy statements in the *University Handbook* (Section III). However, questions are also raised about matters not specifically covered in the policy but for which faculty need some guidance. The following paragraphs attempt to provide succinct answers to some often-asked questions.

What is the Rationale for a Sabbatical System?

Sabbaticals are basically a form of faculty development. The University is making an investment in the development of its most critical human resource. What the University expects to receive in return is a better, more productive faculty member. A sabbatical program is a larger version of what is done in its summer development programs, the internal research funding program, and similar faculty development programs. It is “larger” in the sense that it requires more financial resources to support it, provides more time for the faculty member, and, consequently, has greater expected results. The faculty member on sabbatical is devoting full time to professional development activities.

What Do Reviewers Look for in a Proposal?

Reviewers of sabbatical proposals are looking at proposals from three points of view. First, the scope and quality of each proposal are reviewed. Is the proposal dealing with a substantial topic, one which merits release from all other duties? Has the proposer adequately spelled out the details of how the work is to be accomplished, what the intended outcomes are, and so forth? With respect to this aspect of the review, it should be noted that sabbatical proposals are sometimes returned to the faculty member for clarification or expansion before the review is completed.

Second, has adequate provision been made for “covering” the faculty member’s normal instructional and service responsibilities? Although the department chair and dean are concerned with the quality of a leave proposal, they are also obliged to meet instructional and service needs in their units. The University Leaves Oversight Committee, on other hand, deals principally with appeals of denied sabbaticals.

Third, all of the reviewers consider useful suggestions that can be offered to the faculty member about accomplishing the proposed work. They may know of contacts at other institutions or within the University, supplementary grant funds, etc., which would be useful. Comments on these matters are often transmitted to the faculty member when the sabbatical is approved.

What About Committee Assignments, Etc.?

Faculty often offer to continue with intramural service activities during their sabbatical leaves. However, this defeats the purpose for which the leave is given. Except in very unusual circumstances, faculty should disengage themselves completely from these responsibilities so as to devote themselves full time to their sabbatical activities.

What Should be Contained in the Final Report?

At the conclusion of the sabbatical, a faculty member is required to complete a report of his/her activities and accomplishments and route it through the chairperson, and dean to the Provost and Vice President for Academic Affairs. The report will typically be a brief narrative which outlines the faculty member's accomplishments, accompanied by products developed during the sabbatical. In the case of a research project, the attachments might be drafts of journal articles, book chapters, or grant proposals. In the case of a curriculum development project, the attachments might be new or substantially revised syllabi, new student workbooks or lab manuals, or some similar product.

Quite apart from the requirement for a report, faculty are encouraged, at the conclusion of the sabbatical, to hold a colloquium or seminar in which results are reported to departmental faculty and/or students. The nature of the audience will be suggested by the type of activity undertaken. It is hoped that faculty will not be bashful about sharing the fruits of their work with their colleagues and students. The faculty member's department chair is encouraged to facilitate such presentations by working with the faculty member to set a time and place for the presentation.

Why is There a Two-Step Application Process?

The September 15 notice of intent deadline allows chairpersons to take individual leaves into account while building staffing plans and class schedules for the ensuing academic year. This typically occurs in September. The November 5 deadline allows the faculty member eligible for leave added time to prepare a quality proposal.