Indiana University – Purdue University Fort Wayne

COLLEGE OF HEALTH AND HUMAN SERVICES

CHHS Guidelines and Procedures for Sabbatical Leave

Consistent with the value Indiana University-Purdue University Fort Wayne (IPFW) attaches to scholarly activities/creative endeavors, teaching, and service, the College of Health and Human Services (CHHS) recognizes that eligible tenured faculty should have the opportunity to dedicate fully into these areas. Sabbatical leaves provide for “continued professional growth and new or renewed intellectual achievement through significant study, research, and writing that cannot easily be done while engaged in the ongoing duties of a faculty member.” As such, it is incumbent upon the faculty member to propose a sabbatical leave that satisfies the CHHS criteria.

When reviewing applications, the College policy will follow the most recent amended versions of the IPFW Senate Documents SD 06-14 and SD 06-19. These documents are available from the Office of Academic Affairs (OAA). The CHHS sabbatical requirements and guidelines established will be followed.

Faculty Sabbatical Application

In compliance with Senate Documents SD 06-14 and SD 06-19, sabbatical application in the CHHS will be evaluated based on the following criteria:

1. The project provides for "continued professional growth and new or renewed intellectual achievement through significant study, research, and writing."

2. The project will "significantly enhance the faculty member's capacity to contribute to the objectives of the University."

3. The application must include a statement of goals for the sabbatical which may include but are not limited to:
   
a) research activities that can lead to peer-reviewed scholarly publications and/or grant opportunities, including pedagogical research activities.

   b) retraining in new domains of scholarship or creative endeavor in one's discipline. Such retraining may be used to enhance one's scholarship and/or one's teaching capabilities.
c) studying new research techniques that can significantly enhance one's scholarship.

d) studying new pedagogical techniques that can significantly enhance one's teaching.

e) an outline of the evidence used to document achievement of goals.

f) a statement of the proposed use of the applicant's time.

g) letter(s) of reference and a letter of support from the program director, department coordinator or chair, including plan for covering candidate’s teaching assignments.

4. If the candidate was granted previous sabbatical leave(s), information regarding outcomes achieved will be used to evaluate current request.

**Sabbatical Committee Process and Procedures**

1. Committee members will be notified of the date, time and location of the initial committee meeting. The dean will be responsible for coordinating and initiating the first committee meeting.

2. At least two weeks prior to the initial meeting, the dean will provide committee members copies of the applicant’s complete sabbatical application and the IPFW and CHHS sabbatical guidelines and procedures.

3. Committee members are responsible for thoroughly reviewing the application materials prior to attending the initial committee meeting.

4. The committee chairperson will be responsible in:
   a. coordinating the review of the application, discussion, and voting;
   b. scheduling addition meetings, if necessary.

5. All proceedings will remain confidential.

6. A written recommendation will be made to the dean of the CHHS regarding whether the application has met the guidelines and criteria. Copies of the recommendation will be forwarded to the program director, department coordinator or chair and candidate. The recommendation will include:
   a. date(s) when the committee met;
   b. the recommendation and vote; and
   c. names of the committee members.

**Administrative Responsibilities**

The dean of the CHHS will write and submit a letter of support or non-support to the vice-chancellor for academic affairs by the university deadline. Copies of the letter will be forwarded to the program director, department coordinator or chair, chair of the sabbatical committee, and candidate.
**Termination of Leave**
Upon termination of the leave, and no later than three months following return to campus, the faculty member must submit a report about the leave to the program director, department coordinator or chair and dean who will forward the report to the Office of Academic Affairs. This report must include how the sabbatical was used, what outcomes were achieved, and indicate possible outcomes that may result from the sabbatical project.

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