



Indiana University  
Purdue University  
Fort Wayne

## Sabbatical Guidelines for IPFW Faculty Indiana University and Purdue University Missions

<p><b>Who</b> All tenured IPFW faculty and librarians</p>	<p><b>What?</b> Eligible to take first sabbatical</p>	<p><b>When?</b> Following the completion of the first six years of full-time service at IPFW</p>
<p><b>Who</b> Academic year faculty</p>	<p><b>What?</b> 1 semester at full pay or 2 semesters at half pay</p>	<p><b>When?</b> May apply for first sabbatical in 6th year, for leave to take place in 7th year (pending positive tenure decision). <b>Note</b> : A two-semester or year-long sabbatical may be split, i.e., taken during two fall semesters or two spring semesters, but should not extend beyond 18 months.</p>
<p><b>Who</b> Fiscal-year faculty and librarians</p> <p><b>Note:</b> To be eligible for a 6 months sabbatical at full pay or a 12 months sabbatical at half pay, fiscal year faculty must have been in a fiscal year appointment for at least three years at the time that the sabbatical leave is to be taken, and be otherwise eligible for a sabbatical. If the fiscal year appointment has been for less than three years, fiscal year faculty are eligible for sabbatical leave on the same basis as academic year faculty. Conversely, faculty who are moving or have recently moved from a fiscal year appointment to an academic year appointment should negotiate the terms of their sabbatical with their chair, dean, and the VCAA.</p>	<p><b>What?</b> 6 months at full pay or 12 months at half pay. (Administrative supplements, if applicable, will be removed during the sabbatical period)</p>	<p><b>When?</b> May apply for first sabbatical in 6th year, for leave to take place in 7th year (pending positive tenure decision). <b>Note</b> : A two-semester or year-long sabbatical may be split, i.e., taken during two fall semesters or two spring semesters, but should not extend beyond 18 months.</p>
<p><b>Who</b> All faculty and librarians</p>	<p><b>What?</b> Waiting period between sabbaticals</p>	<p><b>When?</b> Eligible in 6th, 13th, 20th, 27th, and 34th year to apply for sabbatical in 7th, 14th, 21st, 28th, and 35th year of full-time service.</p>
<p><b>Who</b> All faculty and librarians</p>	<p><b>What?</b> Post-sabbatical</p>	<p><b>When?</b> Return for 2 semesters/1 year of service</p>
<p><b>Who</b> All faculty and librarians</p>	<p><b>What?</b> Submit report to department chair</p>	<p><b>When?</b> 6 months after sabbatical leave ends Note: see next page.</p>

For purposes of illustration, a faculty member hired in August 1995 is eligible as follows:

1995-96	1	
1996-97	2	
1997-98	3	
1998-99	4	
1999-00	5	
<u>2000-01</u>	6	(eligible to apply for sabbatical)
2001-02	7	(eligible to take 1 <sup>st</sup> sabbatical)
2002-03	8	
2003-04	9	
2004-05	10	
2005-06	11	
2006-07	12	
<u>2007-08</u>	13	(eligible to apply for sabbatical)
2008-09	14	(eligible to take 2 <sup>nd</sup> sabbatical)
2009-10	15	
2010-11	16	
2011-12	17	
2012-13	18	
2013-14	19	
<u>2014-15</u>	20	(eligible to apply for sabbatical)
2015-16	21	(eligible to take 3 <sup>rd</sup> sabbatical)

A faculty member who takes her/his second sabbatical leave in 2005-06 (year 11; 4 years after the first) is not eligible for the third until 2015-16 (year 21).

1995-96	1	
1996-97	2	
1997-98	3	
1998-99	4	
1999-00	5	
<u>2000-01</u>	6	(eligible to apply for sabbatical)
2001-02	7	(eligible to take 1 <sup>st</sup> sabbatical)
2002-03	8	
2003-04	9	
2004-05	10	(applies for 2 <sup>nd</sup> sabbatical)
2005-06	11	(takes 2 <sup>nd</sup> sabbatical)
2006-07	12	
<u>2007-08</u>	13	
2008-09	14	
2009-10	15	
2010-11	16	(Skips this block)
2011-12	17	
2012-13	18	
2013-14	19	
<u>2014-15</u>	20	(eligible to apply for sabbatical)
2015-16	21	(eligible to take 3 <sup>rd</sup> sabbatical)

The following option is also available:

<b>Who</b> All faculty and librarians	<b>What?</b> 1 semester or 6 months at half pay, or 2 semesters/1 year at one-quarter pay	<b>When?</b> May apply after 6 semesters full-time service following completion of previous sabbatical. Upon completion of one semester or 6 months leave at half pay, or two semesters/one year at one-quarter pay, the faculty member must complete 12 semesters of full-time service before being eligible to apply for another sabbatical.
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