

DEPARTMENT OF PHYSICS

Guidelines for Departmental Leaves, Sabbaticals, and Teaching Reductions

This document takes into account the difficulty of recruiting qualified associate faculty, our predominantly teaching role, and our commitment to general education in best fulfilling and balancing our teaching, research, and service missions. Our educational goals are best met by combining funds for teaching reductions into full-time visiting positions wherever possible.

The total number of leaves of absence and sabbatical leaves in the Department per semester shall normally not exceed three, with no more than one of these being a one-semester sabbatical at full pay. Furthermore, any faculty member applying for a sabbatical leave is expected to at least apply for an Indiana University Sabbatical Replacement Grant where eligible.

Faculty obtaining grants which provide funds for partial teaching reductions for one semester will normally be expected to teach at least the equivalent of one three-hour course during that semester. Advance notice of at least two months must be given to the Department to recruit associate faculty replacements and/or to consolidate several such requests into a full-time visiting faculty replacement position. The faculty member may not necessarily be able to choose the course or courses from which he/she will be relieved.

A grant which provides funds for full replacement of a faculty teaching load must normally do so for one full academic year in order to reasonably permit a one-year visiting replacement to be recruited. An exception may be made if funds from other grants can be combined with a one-semester full replacement grant to effect a one-year replacement. In either case, notice must be given no later than the end of the Spring semester immediately preceding the affected academic year. Normally, after being replaced for one year, a faculty member will not be granted a second consecutive full replacement for academic reasons (i.e. the faculty member must teach at least one course each semester during the following year).

Teaching reductions do not reduce a faculty member's service commitment to the Department, the University, or its students. Similarly, a faculty member's long-term research activities should be generally centered at IPFW and reasonably visible and accessible to its students and the community it serves. This does not preclude long-term visits and collaborations with off-campus researchers where such changes of work location have been approved faculty travel. The only arrangements considered in this document which relieve a faculty member from these obligations are leave of absence or sabbatical leave. Faculty activities during the summer are not restricted by this document.