



SABBATICAL GUIDELINES FOR IPFW FACULTY
Indiana University and Purdue University Missions

Who?	What?	When?
All tenured IPFW faculty and librarians	Eligible to take first sabbatical	Start of academic or fiscal year after approval of tenure in spring
Academic year faculty	1 semester at full pay or 2 semesters at half pay	May apply for first sabbatical in 6 th year, for leave to take place in 7 th year (pending positive tenure decision). ¹
Fiscal-year faculty ² and librarians	6 months at full pay or 12 months at half pay. (Administrative supplements, if applicable, will be removed during the sabbatical period)	
All faculty and librarians	Waiting period between sabbaticals	Eligible in 6 th , 13 th , 20 th , 27 th , and 34 th year to apply for sabbatical in 7 th , 14 th , 21 st , 28 th , and 35 th year of full-time service. The second or a subsequent sabbatical may be taken as early as 4 years after completion of the previous one, as long as the next leave is scheduled so as not to exceed one every 7 years (see illustration on page 2).
	Post-sabbatical	Return for 2 semesters/1 year of service
	Submit report to department chair.	6 months after sabbatical leave ends

¹A 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.

²To 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.

Office of Academic Affairs Memorandum 05-5

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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>	<u>6</u>	(eligible to apply for sabbatical)
2001-02	7	(eligible to take 1 st sabbatical)
2002-03	8	
2003-04	9	
2004-05	10	
2005-06	11	
2006-07	12	
<u>2007-08</u>	<u>13</u>	(eligible to apply for sabbatical)
2008-09	14	(eligible to take 2 nd sabbatical)
2009-10	15	
2010-11	16	
2011-12	17	
2012-13	18	
2013-14	19	
<u>2014-15</u>	<u>20</u>	(eligible to apply for sabbatical)
2015-16	21	(eligible to take 3 rd 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).

The following option is also available:

Who?	What?	When?
All faculty and librarians	1 semester or 6 months at half pay, or 2 semesters/1 year at one-quarter pay	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.