Ivy Tech Community College of Indiana

POLICY TITLE
Sabbaticals

POLICY NUMBER
7.6

PRIMARY RESPONSIBILITY
Office of Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September 2008/Effective Fall 2012

PURPOSE
Having opportunities for sabbaticals will help the College attract and retain highly qualified faculty and academic administrative staff. The sabbatical experience will benefit the institution, the applicant, and the students and result in a richer learning environment. The sabbatical is intended to provide professional renewal that reenergizes academic personnel and renews their commitment to student learning and the profession.

ORGANIZATIONAL SCOPE OR AUDIENCE
Full-time, benefits-eligible academic personnel

DEFINITIONS

Academic personnel: Faculty and academic administrative staff responsible for the learning process and accountable to the regional or system academic officer

Sabbatical: a length of time away from normal academic duties in order to fulfill a goal that is mutually beneficial to the applicant, to students, and the institution

POLICY
Full-time academic personnel will be eligible to apply for a sabbatical every seven years, and must have completed six years of full-time service at the College in academic affairs before they are eligible to apply. The sabbatical will consist of one semester leave at full pay and benefits.

PROCEDURE
• The applicant may request a one-semester sabbatical.

• Academic personnel must submit a sabbatical application (Appendix A). The proposed sabbatical must be related to the academic field, industry related, and or involve research, social service, or outreach. All applications for sabbatical are subject to both budgetary and substantive review. Initial approval at the regional level from the Academic Vice Chancellor is required. Since sabbatical leaves are an
investment by the College, the applicant must provide a well thought-out, clearly delineated plan for the sabbatical leave, in which the relevance to the College and its strategic plan is explained.

- Selection criteria shall include the following:
  - **Purpose and rationale.** Purpose of the proposed project should be clear. Project outcomes should enhance the academic personnel member's effectiveness or address an important need.
  - **Procedure-Methods/Plan of Attack.** Proposal should exhibit a clear and well developed plan. Procedures are feasible and appropriate given the time and resources available.
  - **Proposer's Background and Qualifications.** Academic personnel member's background and qualifications should be consistent with the project objectives. Proposal clearly describes how the project will advance the academic personnel member's capacity to contribute to the College’s strategic plan.

- The academic personnel must present a written report and a professional development presentation to the regional campus no later than three months after returning to the campus. The College will sponsor a yearly conference for recipients to report on sabbatical leaves (Appendix B).

- Academic personnel who take a sabbatical must return to the College and work for a minimum of one additional year. If academic personnel choose not to return, they must reimburse the College their sabbatical salary and the employer’s share of fringe benefits to fulfill their obligation.

- Academic personnel on sabbatical are required to devote full time to the sabbatical activity. Therefore, academic personnel on sabbatical leave are not eligible to teach or work for the College at any campus during their approved leave without prior approval from Regional administration.

- Regional and departmental schedules should be arranged to permit eligible academic personnel to take sabbatical leave. To facilitate regional planning, applications for sabbatical must be submitted to the academic supervisor by December 1 of the preceding school year.

- A statewide sabbatical review committee (statewide funding) appointed by the Vice President of Academic Affairs shall be formed and comprised of five academic personnel members representing different regions, schools, and experiences; one academic administrator (Vice Chancellor of Academic Affairs or School Dean); and one Chancellor. The committee members shall have a term of three years and will rotate off the committee on a staggered schedule. Committees will review and approve sabbaticals according to a published rubric (Appendix C).
REFERENCES

Appendix A – Application for Sabbatical Form

RESOURCES
Vice Chancellors for Academic Affairs and Executive Directors of Human Resources
APPENDIX A

IVY TECH COMMUNITY COLLEGE

APPLICATION FOR SABBATICAL

[Submission date is December 1 of preceding school year prior to actual leave date]

Part I
Name of Applicant_________________________ ID ______________________
Academic Title_________________________ Discipline________________________
Region/School/Department___________________ __________________________
Address__________________________________ City________________ State________
Home phone number________________ work phone________________ cell________
Date of initial appointment to Ivy Tech as full-time academic personnel ______________
Indicate term and year of proposed leave: Fall_________Spring_________Summer________

List all previous leaves/sabbaticals and places of employment:

DATE___________________________PURPOSE_________________________________
INSTITUTION______________________________
DATE___________________________PURPOSE_________________________________
INSTITUTION______________________________
DATE___________________________PURPOSE_________________________________
INSTITUTION______________________________
DATE___________________________PURPOSE_________________________________
INSTITUTION______________________________
DATE___________________________PURPOSE_________________________________
INSTITUTION______________________________
DATE___________________________PURPOSE_________________________________
INSTITUTION______________________________

ATTACH A CURRENT CURRICULUM VITAE

List significant contributions to the college, department, or specific school during the past six years. Include the date and the specific activity.

DATE __________ ACTIVITY______________________________________________________
Letters of Approval
All letters should include acknowledgment of schedule adjustments, budgetary adjustments, how sabbatical will benefit the college, department, or specific school.

Supervisor ___________________________ Date __________________

Academic Officer ___________________________ Date __________________

Chancellor ___________________________ Date __________________

Letters of Support
Two letters of support of the applicant’s leave proposal from a colleague at Ivy Tech and one from another institution who will support the plan of study and the individual’s ability to complete the project.

Letter One ___________________________ Date __________________

Letter Two ___________________________ Date __________________

Sabbatical Committee Comments and Vote:
PART II  Independent Study and/or Experience Project

1. Describe the proposed independent study or experience project including the purpose and the objectives.
2. Describe past accomplishments or achievements in the area of study that supports the scope of the current sabbatical request.
3. Describe your ability and expertise to accomplish the objectives and goals of the study or project.
4. What academic or applied results are anticipated at the end of the study or project?
5. How will the project enhance your professional career development plan and goals?
6. How will the project contribute to the college’s objectives and/or strategic plan?
7. How will the project contribute to your effectiveness at Ivy Tech?
8. Describe exactly how the project will be accomplished including where and when the work will be done.
9. If other sites will be included, include letters of acknowledgement and the arrangements that have been made.
10. If outside funding has been approved, include financial support letters of origination.
11. If outside consultants and collaborators will be included, attach letters of agreement with this application.
12. If the project includes research with humans, animals, or biohazards, include the proper documentation of approval from all Institutional Review Boards on the site where the research will be conducted.
Part III – Sabbatical Reimbursement

Employees who have received funding for a sabbatical are expected to continue employment at the College for a period of time no less than one (1) year, providing the employee’s job performance remains satisfactory and his/her position remains active.

The College’s policy concerning repayment of sabbatical salary or other sabbatical funding if employees voluntarily leave employment is as follows:

- Employees who voluntarily leave employment within twelve (12) months of receiving sabbatical funds will be required to fully reimburse the College for all monies received.
- Employees who voluntarily leave employment one (1) year or more after receiving sabbatical funds will not be required to repay the College for monies received.

I understand the Sabbatical Reimbursement policy as stated above and I am applying for this sabbatical in genuine good faith with full intention of returning to Ivy Tech Community College. I sincerely trust my proposal will enhance my professional development, as well as benefit the mission of the college and our students. If there are any changes in my proposed planned program of study, I will notify Academic Affairs. I will write the required report upon completion of my sabbatical and share my results at the Sabbatical Colloquium.

________________________________________
Signature

________________________________________
Date
APPENDIX B

FACULTY SABBATICAL SUMMARY REPORT OF PROJECT

[Due three months after completion of Faculty Sabbatical]

1. Name of Faculty member, campus/region
2. Academic rank, department, program, school, program
3. Date and duration of sabbatical; academic semester
4. Summary of original plan as proposed in sabbatical application
5. Place[s] where sabbatical occurred
6. Detailed summary of activities including dates
7. If departure from original planned occurred, reasoned explanation
8. Evaluation of program development, goals that were met, goals that were not met
9. Specific contributions to professional development and benefits to the College
10. Benefits to students and other faculty members in own program and other programs within the College
11. Future endeavors planned to expand accomplished work during this sabbatical
12. List supporting services, agencies, or persons involved in sabbatical, roles, and specific financial support that was given to the faculty member
13. Plan of dissemination of results [presentation to College, professional association, article submission]
14. What advice is needed for other faculty members pursuing similar endeavors
15. Recommendations to sabbatical review committee for future considerations

Summary reports must be approved by program chair, school dean, Regional Academic Vice Chancellor, Chair and committee of sabbatical review, and Office of the Provost and President. Any requested addendums to the summary report must be returned within one month of the information needed for completion of faculty’s sabbatical
## APPENDIX C

### SABBATICAL PROPOSAL EVALUATION RUBRIC FOR SCORING LEAVE APPLICATIONS

<table>
<thead>
<tr>
<th>Rating Instructions:</th>
<th>Quality Rating [1-5]</th>
<th>Comments of Individual Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate each measure on a 1-5 rating scale [5 is High], unless otherwise indicated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### WRITTEN APPLICATION PROPOSAL

- Statement of purpose of proposal is clear, objectives given
- Objectives are clear, concise, and quantifiable
- Methodology is sound and appropriate for objectives outlined
- Design of project is directly correlated with methodology
- Plan for disseminating results is reasonable for the scope of the project
- Budget and supportive resources are stated and have been obtained
- Letters of support from Program Chair, Dean, and Academic VP are attached to application

### TIME ALLOCATION IS WELL DOCUMENTED AND MEETS ACTIVITIES PROPOSED

- Rational is given for how the planned project are beyond the expected professional responsibilities
- List of activities for each objective and estimated completion time is given
- Time allotment is justified for the scope of the proposed project and explained in detail

### EXPERTISE AND QUALIFICATIONS OF APPLICANT

- The applicant has not been a recipient for a granted leave for similar activities
- The applicant has demonstrated experience and expertise in the area in which the project will be conducted
- The applicant has the academic
<table>
<thead>
<tr>
<th>Credentials required to conduct the proposed research</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant has a successful record in teaching, administrative, and/or leadership positions</td>
</tr>
</tbody>
</table>

**VALUE TO EDUCATION**

<table>
<thead>
<tr>
<th>Sabbatical proposed will greatly benefit students, educational programs or staff and colleagues</th>
</tr>
</thead>
<tbody>
<tr>
<td>The sabbatical leave will significantly enhance the applicant’s expertise and improve professional competence and skills</td>
</tr>
<tr>
<td>The sabbatical experience directly relates to the applicant’s current professional position or advancement within the same program</td>
</tr>
</tbody>
</table>

**OVERALL IMPRESSIONS**

<table>
<thead>
<tr>
<th>Overall impression of applicant’s proposal, i.e. pedagogy, professionalism, thoroughness, commitment, completeness, and effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of activities and intent are appropriate for the time of leave requested</td>
</tr>
<tr>
<td>The project cannot be completed without a leave from regular contracted responsibilities to the College</td>
</tr>
<tr>
<td>The project is clearly aligned with the Mission Statement[s] of Ivy Tech Community College</td>
</tr>
</tbody>
</table>

**TOTAL POINTS**

**ADDITIONAL COMMENTS**