

INDIANA UNIVERSITY
BLOOMINGTON CAMPUS
GUIDELINES FOR SABBATICAL LEAVE

Directions

Application Deadline

If you wish to apply for sabbatical leave for any part of the next academic year, you should follow the procedures below:

Inform your departmental chairperson or dean by September 15 of your intention to apply for leave.

Review the information for prospective applicants found here:
[https://www.indiana.edu/~vpfaa/academicguide/index.php/F_Leaves_of_Absence#SABBATICAL LEAVES](https://www.indiana.edu/~vpfaa/academicguide/index.php/F_Leaves_of_Absence#SABBATICAL_LEAVES)

Submit your completed (paper) application to your chairperson by October 1. Your chairperson should act on the application and then forward it to the Dean's office by October 15, who will forward a copy to the Vice Provost for Faculty and Academic Affairs by November 15. We request that you submit an additional, electronic copy of your application, by CD or e-mail attachment to vpfaa@indiana.edu, so that your application may be incorporated into our electronic database.

Deans should forward their recommendations to the Office of the Vice Provost for Faculty and Academic Affairs no later than November 15.

Notification of Sabbatical Leaves Committee Recommendations

If the above deadlines have been met, you should expect to receive notification on the outcome of your leave proposal in February. However, some circumstances, e.g., late arrival of an application or supporting documentation, may result in a later notification date.

Financial Considerations

There are several financial considerations that you may wish to keep in mind when planning a sabbatical leave. First, if you are on leave with half pay for the entire year, Indiana University now provides continuation of retirement benefits based only on the actual salary paid. Second, under some circumstances we allow persons to supplement their full-year sabbatical stipends with part-time teaching at their host institution. Details are included with the sabbatical leave application form packet. Third, tax benefits relating to travel and living expenses have in the past been available to you while on leave. You may wish to consult your tax advisor or tax guide.

Questions and Clarifications

Associate Vice Provost Jamie Prenkert chairs the Sabbatical Leaves Committee and administers the sabbatical leaves program. Please contact him at japrenke@indiana.edu or call the Office for Faculty and Academic Affairs, Office of Academic Personnel Policies and Services, 855-0202, or e-mail apps@indiana.edu if you have any questions.

PLEASE READ CAREFULLY

In order to provide you with the maximum amount of time to make firm plans and arrangements, the Sabbatical Leaves Committee will process all applications as expeditiously as possible. Please help us to accomplish this by getting your applications in on time.

A faculty member's signature on the sabbatical leave application form constitutes a legally binding agreement to repay Indiana University for compensation and fringe benefit costs while on sabbatical, in the event the faculty member does not return to Indiana University for at least one year.

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