

SABBATICAL LEAVE, RESEARCH LEAVE, LEAVE WITHOUT PAY AND INTERAGENCY PERSONNEL AGREEMENT (IPA) ASSIGNMENTS

SABBATICAL LEAVE, RESEARCH LEAVE AND LEAVE WITHOUT PAY

Information on leave policies and regulations can be found in the *Faculty Manual*, Section 24. Please note that leaves are granted selectively. In order to allow for curricular planning, please submit all leave requests to the Dean of Academic Affairs by the date listed on the University Key Dates and Deadlines on the Academic Affairs website. *Please attach a Faculty Leave Checklist to each application.*

To apply for a leave, complete *Leave Application: Faculty Member's Request* and submit it to your teaching unit head for completion of *Leave Application: Unit Recommendation*. Note that you must include a detailed proposal on the substance of the scholarly or professional activities planned during the proposed leave. The application and proposal should be submitted to your teaching unit in sufficient time to permit review, so that they can be forwarded to your dean by the deadline established in your academic unit. If you have applied for a grant and the leave is contingent on funding, a request for leave should be submitted so that the department can make contingency plans.

- Leave applications are forwarded from the academic unit dean's office to the dean of academic affairs.
- Faculty members who are coming up for tenure should not submit any leave application to their teaching unit until after the tenure decision has been made.
- Faculty members who are eligible for but who do not plan to take sabbatical leave do not need to submit any forms. They retain eligibility, unless exempted according to the terms of the *Faculty Manual*. However, a period of six years (twelve semesters) of full-time service must be accrued between a sabbatical leave and the initiation of another sabbatical leave.
- In those few instances when a sabbatical leave cannot be taken "for the convenience of the university," a deferral without penalty should be requested. Such deferral requests require written approval from the academic unit dean and must be submitted in advance to the dean of academic affairs.
- Faculty members on leave for one semester of the academic year are required to teach at least two courses during the semester they will be in residence. Exceptions require approval from the academic unit dean and the dean of academic affairs.

Faculty members are required to submit a written report on their leave activities to the academic unit dean and the dean of academic affairs no later than November 1 of the academic year following the year in which the leave occurred. These reports are used in the merit evaluation process as well as for faculty actions such as reappointment, promotion and tenure. Particular attention is given to whether the stated objectives in the leave proposal have been achieved. There is no minimum length required for this report, although it must be substantive enough to cover all activities undertaken during the leave. Reports should be in the form of a memo and submitted to both the dean of academic affairs and the dean of the academic unit.

INTERAGENCY PERSONNEL AGREEMENT (IPA) ASSIGNMENTS

Interagency Personnel Agreement (IPA) assignments provide opportunities for faculty members to work for the federal government on special assignment. These assignments require a contract between the university and the employing agency, and must be processed through the Office of Sponsored Programs (OSP).

While on an IPA, the faculty member is “on detail” to the agency (or office) while still on active service at the university. Many faculty members have been able to combine an IPA with their sabbaticals and thus arrange a full-year leave at full pay.

Most IPAs are for a full-time commitment, although arrangements for a partial IPA may be approved, depending on the nature of the IPA assignment, if the time committed to university service is substantial. The university does not charge indirect costs on IPAs; however, the university does not provide cost share on such agreements either.

It takes considerable time to arrange an IPA and to process the paperwork. Please consult with the Office of Sponsored Programs after coordinating with the dean of your academic unit since IPA applications are routed for approval in the same fashion as university proposals. Call the Office of Sponsored Programs at x3440 and ask to speak to the grant and contract manager assigned to your academic unit.