

Indiana University**School of Education****Professional Leaves Program for Clinical Faculty****PURPOSE**

The primary role of a clinical faculty member in the School of Education is to teach and provide instructional supervision. To maintain current knowledge to teach, clinical faculty members may need to participate in activities to enhance their teaching activities. The clinical professional leaves program is offered to provide time for clinical faculty members to engage in activities to keep current in developments in their fields of service or enhance the reputation of the School and University.

A professional leave is not a leave which a clinical faculty member automatically "earns" by having been employed for a given period of time. Rather, it is an investment by the School in the expectation that the professional leave will significantly enhance the faculty member's capacity to contribute to the instructional objectives of the School. For this reason, professional leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.

A statement of proposed use of time is required to indicate the manner of achieving these general objectives. Adherence to an approved plan is expected of a clinical faculty member. At the termination of the leave, and not later than three months after his/her return to the campus, the clinical faculty member shall submit a report of his/her activities to the Office of the Dean of the School of Education on a form available in the Dean's office. A copy of this report should also be delivered to the appropriate departmental chairperson or program head. This report must be filed because it will be attached to the clinical faculty member's application for a future professional leave before it is circulated to the committee. Acceptable programs must include a planned, organized, and productive set of activities designed to enhance the clinical faculty member's teaching skills and should emphasize:

1. Developing or enhancing teaching or technical skills, program or curriculum development, or research and service in support of teaching.
2. Other projects satisfactory to the School of Education Faculty Affairs Committee.

TERMS OF LEAVE

Professional leave will be for one semester at full salary or for one year at half salary. A professional leave need not be taken in a single academic year but may be divided over several years. The professional leave program requires that persons on professional leave devote full time to the teaching-related activities for which the leave is granted and will receive no salary or stipend from other sources than the University except that (1) persons

on leave for a year at half pay may engage in other activity consistent with that for which leave is granted and receive salary, stipend, or honoraria from other sources in such amounts that total salary, stipend, and honoraria do not exceed approximately the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and research expenses incident to their activity.

ELIGIBILITY

A clinical faculty member in the School of Education at Indiana University is eligible for one professional leave during each period of seven year's full-time service (including time on professional leave), following the completion of the first six years of full-time service as a clinical faculty member.

For example, a faculty member may be granted one professional leave in the seventh, eighth, ninth, tenth, eleventh, twelfth, or thirteenth year of service, and one in the fourteenth, fifteenth, sixteenth, seventeenth, eighteenth, nineteenth, or twentieth year of service. Ordinarily, however, a professional leave will not be granted within less than four years following a preceding professional leave. For example, a clinical faculty member who is granted professional leave in the twelfth year would not again be eligible until the seventeenth year. Leaves without pay do not count as part of the period by which eligibility for professional leave is determined, except that recipients of nationally or internationally competitive fellowships may count up to one year toward their next professional leave. The professional leave program applies only to persons who will return to their positions in the School of Education for at least one academic year following a period of professional leave. For example, a professional leave will not be granted for the last year of a clinical faculty member's service prior to retirement. To be eligible for professional leave, a clinical faculty member must agree to reimburse Indiana University for any salary, retirement contributions and insurance premiums paid during the professional leave in the event the clinical faculty member does not return for at least one year following the leave.

SCHEDULING

As far as possible, departmental schedules should be arranged so as to permit eligible members of the staff to take leaves. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the departmental program. To facilitate planning, clinical faculty members who intend to apply for leave during any part of one school year must give notice of intention to apply to the appropriate departmental chairperson by September 15, and applications shall be submitted to the Executive Associate Dean no later than October 1 of the preceding school year. Application forms may be obtained from the School of Education web site.

ADMINISTRATION

Applications for leave will initiate with the eligible clinical faculty member. The application will be routed through the Dean's office for appropriate action.

Department

The departmental chairperson is responsible for assuring that no essential departmental

and student needs are jeopardized because of the number of faculty members in a given area on sabbatical or professional leave. The chairperson will attach a statement showing the proposed schedule adjustments to permit the leave. The departmental chairperson is also responsible for attaching a specific evaluation of the faculty member's project. The chairperson may utilize the advice of a departmental committee or of individual colleagues, here or elsewhere. Even if the chairperson does not approve the project, it must be forwarded to the Dean of the School of Education for review.

Executive Associate Dean of the School of Education

The Executive Associate Dean will determine eligibility for a professional leave.

Faculty Affairs Committee

The Faculty Affairs Committee of the School of Education will review the application and make a recommendation to the Dean about the proposal. The Committee may, at its discretion, ask the clinical faculty member for more information or suggest changes to the proposal and invite resubmission prior to making a final recommendation to the Dean. In arriving at its recommendation, the Committee will take into consideration the record of accomplishment on previous professional leaves and the instructional needs of the School. The Committee may call upon other members of the faculty or on outside experts for an evaluation of the merits of the proposal.

The Dean's Office may also ask the chairperson of the department if scheduling problems present obstacles to granting leave. If the number of otherwise acceptable applications for one semester or year is so great as to cause excessive expense to the School or an unreasonable increase in the teaching load of other staff, the Dean's Office will determine a schedule of priorities among the applications.

The applicant will be given the opportunity to make representation to the Committee, as well as to the Dean's Office, if recommended by the department chair, Committee, or Dean to support the application. The Dean of the School will notify the applicant of the final decision on the proposal and a copy of the notification will be sent to the appropriate department chairperson. However, a favorable recommendation by the Committee and the Dean of the School of Education establishes sufficient likelihood of a grant of professional leave so that applicants are justified in proceeding with plans and arrangements for leave.