

## **VIII. Sabbatical Leaves and Leaves of Absence**

### **A. Sabbatical Leaves**

#### **1. Objective of Sabbatical Leaves**

The objective of the sabbatical leave program is to promote and enhance the quality of educational and research activities at IIT. This objective is more likely to be achieved when faculty members on sabbatical leave are able to devote full time to scholarly pursuits and other forms of professional improvement and intellectual growth. These activities may include research at a location having appropriate laboratory, library, and human resources; the writing of research monographs; the study of advances and techniques in a particular field of interest; or other similar activities directed toward cultural, intellectual, and professional growth and achievements that enhance the faculty member's value to IIT.

#### **2. Eligibility**

All tenured faculty members who have served 12 full-time academic semesters at IIT and who have attained the rank of associate professor or higher may apply for sabbatical leave. Approved leaves of absence in the course of regular academic service to IIT will not affect eligibility for a sabbatical leave, but such leaves of absence will not count toward the accumulation of the required 12 academic semesters. Faculty members who are awarded sabbatical leave must commit themselves to return to IIT for at least one full academic year of full-time service after the sabbatical.

Accumulation of the 12 semesters of full-time service required for eligibility will begin upon the return to full-time academic service by a faculty member who previously has been on a sabbatical leave. Special consideration for eligibility shall be given to an individual who has been awarded a sabbatical leave and then had it postponed or interrupted at the request of the university.

#### **3. Procedure for Making Application**

An eligible faculty member who wishes to be considered for a sabbatical leave should submit a formal written application to the Sabbatical Leaves Committee of the University Faculty Council; copies should be submitted to the faculty member's academic unit head and the Provost.

Applications should provide complete information on the nature of the planned sabbatical activities and the period of time for which the leave is requested. Applications should be made as early as possible during the academic year preceding the academic year for which the leave is requested and, in any case, prior to February 1. Applications submitted after February 1 will be considered only if the Provost apprises the committee that adequate funds have become available because of cancellations of sabbatical leaves already granted.

#### **4. Considerations Regarding Awards of Sabbatical Leave**

Recommendations for the granting of sabbatical leave are made to the Provost by the Sabbatical Leaves Committee, which is responsible for assessing the appropriateness of each proposal for sabbatical leave. As part of such assessment of appropriateness, the committee shall consider the likelihood that the proposed activity will offer significant promise of enhancing the value and usefulness of the faculty member to the IIT community of scholars. Based on its objective evaluation of each application, the committee will assign one of the following four ratings to the application: "very highly recommended," "highly recommended," "recommended," or "not recommended." On or before March 1 of each year, the Chair of the Sabbatical Leaves Committee shall transmit the recommendations regarding all applications that it has considered.

Additional recommendations are made by the applicant's academic unit head and the college dean (in the case of an academic unit in a college with departments). After consideration of all recommendations and the consequences for the university as a whole, the Provost shall make recommendations to the President concerning awards of sabbatical leave to be made for the following year. The President makes the final decision. The Provost shall in writing notify each applicant of the decision made as to her or him.

## **5. Conditions of Sabbatical Leave**

Several options exist with respect to sabbatical leaves: (1) for one academic year at one-half the salary that the faculty member would have received had the year been spent in residence; (2) for one semester at one-half the salary that the faculty member would have received had the semester been spent in residence; and (3) for one semester at the full salary that the faculty member would have received had the semester been spent in residence. A faculty member selecting the second option may have a second one-semester sabbatical at one-half pay after six additional semesters of full-time service. No matter the option sought, the faculty member is required to return to full-time service at IIT for a period of not less than one academic year upon expiration of the leave.

A faculty member who is granted a sabbatical leave receives the appropriate percentage of university contribution toward retirement according to the salary paid during the leave. The university will continue its regular contributions toward other benefits, including life and health insurance, while the individual's share will be deducted as usual.

## **B. Leave of Absence**

### **1. General Considerations, Requirements, and Limitations**

Upon approval of the appropriate academic unit head, college dean (in the case of an academic unit that is located within a college with departments), and the Provost, a faculty member may be granted a leave of absence without salary for the purpose of professional development or for a special assignment. Ordinarily, the total leave time should not exceed two semesters out of every 12 semesters served at IIT. The faculty member may elect to maintain benefits during the period for which leave is granted by arranging to pay the university's contribution in addition to the employee's portion, based on his or her salary during the academic year preceding the beginning of the leave of absence.

In exceptional circumstances and with the above approvals, an agreement may be made for a leave of absence for personal reasons. Benefits may be continued at the option of the individual, but only if arrangements are made in advance of the leave for payment of the full premium, for which the university will not contribute. In the event that no salary is paid during the leave, the individual may elect to continue participation in the retirement plan by paying, in addition to the employee's share, the contributions that the university would have paid during the leave, according to the salary received during the year preceding the leave of absence. In all instances the Office of Human Resources should be consulted.

Arrangements must be made prior to beginning the leave of absence and will be continued for the approved term. Agreement on an exception to this policy must be reached with the appropriate academic unit head and college dean (in the case of an academic unit that is located within a college with departments) before the leave is approved. Such exception is subject to approval by the Provost.

## **2. Leave of Absence for Military Service and Jury Service**

The university recognizes the value of, and encourages participation in, civic affairs by its faculty members. Arrangements for leaves occasioned by short-term or annual obligations for military service or jury duty should be made with the appropriate academic unit head and college dean (in the case of an academic unit that is located within a college with departments).

### **C. Disability Leave**

From time to time IIT grants leaves of absence with pay to faculty members during periods of illness or disability. For short-term disabilities or illnesses, faculty members are granted non-occupational disability leaves as needed on a day-to-day or week-to-week basis. During short-term leaves it is expected that arrangements will be made for other faculty members within the same academic unit to staff classes conducted by the absent faculty member, rather hiring an additional faculty member.

If a disabled or ill faculty member is unable to return to work after one month, the academic unit head shall report to the college dean (in the case of an academic unit that is located within a college with departments) or to the Provost concerning the disabled faculty member's condition and prospects for returning to work. At that time a decision shall be made concerning the need to hire a temporary replacement to take over part of the disabled faculty member's duties. The academic unit head shall prepare a status report on pay and benefits to be sent to the disabled or ill faculty member, with copies to be sent to the college dean, if appropriate, and the Provost. During the period of approved disability leave the university will continue to pay its share of fringe benefits, with the faculty member's share being deducted from any pay received.

After the maximum disability leave with pay has been used, a leave of absence without pay and without any contribution by the university to fringe benefit costs may be granted on an individual basis. Fringe benefits may be continued voluntarily during a disability leave within the applicable provisions of each plan.

### **D. Family and Medical Leave**

The Faculty Family Policy (published in the Supplement to this Handbook) provides for a one semester paid leave of absence for eligible faculty for childbearing, adoption and/or childrearing. The policy also provides for automatic extension of tenure probationary periods.

Members of the faculty are also eligible to take leaves for other family needs under the Family and Medical Leaves of Absence policy, which is set forth in detail in the benefits section of the *IIT Human Resources Policies and Procedures Manual*, which is available on the myIIT web site.