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IUPUI UNIVERSITY LIBRARY
PROCEDURES FOR A PROFESSIONAL DEVELOPMENT/RESEARCH/SERVICE LEAVE
PROGRAM

I. WHAT IS THE LEAVE AND WHO CAN TAKE ONE?

1. A Librarian is eligible for a total of 8 weeks of leave time with pay during any three-year period. A librarian who has recently completed a sabbatical leave will not be eligible for a Professional Development/Research/Service Leave until one year after the completion of a sabbatical leave. The leave time may be taken in one of the following ways:
 - a. A single leave of 8 weeks or less to work on a single project. (Examples: a librarian working on a doctoral dissertation takes a leave of 8 weeks to write the first two chapters; a librarian holding office in a professional organization takes a leave to focus on a significant project for that organization; a librarian takes a leave to attend a course or program to acquire additional skills.)
 - b. A series of shorter leaves, each a minimum of two weeks, to work on phases of a single project or service commitment. (Examples: a librarian conducting a user study takes a leave of 3 weeks in the first year to survey the literature and design a questionnaire, and a leave of 3 weeks in the second year to analyze the data collected and write an article based upon it.)
 - c. A series of shorter leaves, each a minimum of two weeks, to work on separate projects or fulfill an ongoing service commitment. (Example: a librarian takes a leave of two weeks in the first year to write an article on the use of on-line data bases, a leave of two weeks in the second year to plan a professional conference, and a leave of two weeks in the third year to work on compiling a bibliography; to hold office in some organizations a librarian must commit for three years—as incoming division chair, division chair, and outgoing division chair; a two-week leave each year would help make such a commitment possible.)
 - d. Any of the above options may be taken on a half-time basis, in which case the length of the leave period may be doubled. (i.e., a half-time leave could last up to 16 weeks instead of 8.)
2. Applications for Professional Development/Research/Service Leaves shall include the following information:
 - a. A general description of the project and a statement of objectives.
 - b. The method and plan of work.
 - c. Statement outlining the significance of the project to the library profession, to the academic field in which it is undertaken, to the IUPUI University Library, or to IUPUI.
 - d. The librarian's qualifications and background (provided in the form of a brief vita), with focus on relevant coursework, workshops, or other expertise.
 - e. Documentation of preliminary planning, and evidence that the project could be

- completed within the requested time.
- f. The dates of the requested Leave.
 - g. Documentation that the eligibility criteria (listed above as Statement 1) has been met, such as dates of employment as a librarian within IUPUI University Library and dates of all previous Leaves and sabbatical leaves.
 - h. A statement describing the staffing required to handle the librarian's essential responsibilities during the leave period. In approving these procedures, the IUPUI University Library Faculty Organization (ULFO) understands itself to be a single entity. Whenever a member is on Research Leave, some library faculty will perform that member's essential responsibilities. In some cases, it may involve librarians working on more than one team. A faculty member who assumes significant new responsibilities in covering for a colleague on Leave should be seen as developing professionally.

II. WHO DECIDES?

1. The program is organized and run by IUPUI University Library as an in-house program.
2. A Professional Development/Research/Service Leave Committee appointed by the Chair of ULFO, will consist of three members and one alternate. Preferably, one of the members will be a carryover from the previous Committee. The Committee will select its own chair. The term of office shall be for one year (July-June) with no member serving more than two consecutive one-year terms. The Committee shall receive and evaluate applications and make recommendations to the Dean of the IUPUI University Library. Applications submitted during a Committee's tenure shall be acted upon by that Committee. The Committee shall make a brief written year-end report to the ULFO, including a list of the year's Professional Development/Research/Service Leave recipients.

III. HOW IS A LEAVE OBTAINED?

1. The attached application form is to be used. (Note: The form is patterned on the IUPUI sabbatical leave application form.)
2. The application form must be submitted to the Librarian's Team Leader(s), who sign it to denote that the description of staffing needs is reasonable. In those cases where the librarian is assigned to multiple teams, all involved Team Leaders must approve of the plan. The applicant then submits the application to the Chair of ULFO Professional Development/Research/Service Leave Committee. The Committee evaluates the proposal and makes its recommendation, then sends the packet to the Dean of the IUPUI University Library, who makes the final decision.
3. Applications for any given semester are to be submitted to the Chair of the ULFO Professional Development/Research/Service Leave Committee at least six weeks prior to the leave. The Committee will make its recommendation to the Dean of the IUPUI University Library.
4. Upon completion of the Leave, the Librarian will provide a brief report describing the progress of his/her project.
5. Approved proposals and reports will be on file and available for study in the Administration Office for a period of three years.

IUPUI UNIVERSITY LIBRARY
APPLICATION FOR PROFESSIONAL DEVELOPMENT/RESEARCH/SERVICE LEAVE

Name of applicant _____ Team

Academic Title _____

Tenure status _____ If untenured, year of tenure decision

Period of Proposed Leave _____ Date of Application

Effective date of initial appointment as a full-time member of the faculty of Indiana University

Periods of previous sabbatical leaves

Periods of leave of absence other than sabbatical leave With Pay Without Pay

Recommendation for approval by the Leave Committee

_____ Date _____
Chair of the Leave Committee

Approval by the Dean of the IUPUI University Library

Date _____

Dean
IUPUI University Library

1. Description of the project, including a statement of objectives and a description of the method and plan of work. (For #1-7, attach additional sheets if necessary.)

2. Previous scholarly or professional work related to the proposed activity.

3. Benefit expected to be obtained by work during period of Leave, such as publication or improvement in professional ability.

4. Significance of the project.

5. Sources and amounts of funds in the form of grant, fellowship, allowance for expenses, or payment for services during the period of the Leave.

6. Applicant's qualifications and background

7. Statement of staffing needs

Signature of Applicant

_____ Date

Signature of Team Leader(s)

_____ Date

_____ Date

_____ Date