

# ***SABBATICALS AND R/I/E (RESEARCH/ INSTRUCTION/ ENGAGEMENT) LEAVES***

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# Sabbatical Leaves (Policy I.A.5)

## Sabbatical Leaves (I.A.5)

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- **Purpose:** The University invests in sabbatical leaves with the expectation that the leave will significantly enhance the faculty's capacity to contribute to the University's missions.
- **Eligibility and Remuneration:** Tenured members of the faculty.
  1. After a minimum of six semesters of service: one semester at half pay.
  2. After a minimum of 12 semesters of service: one semester at full pay or two semesters at half pay, with pay adjusted proportionately for intermediate periods.
  3. After a minimum of 18 semesters of service: one semester at full pay and one semester at half pay, with pay adjusted proportionately for intermediate periods.
  4. After a minimum of 24 semesters of service: two semesters at full pay
- **Application:** Refer to Operating Procedures
- **Obligation:** Upon conclusion of the sabbatical leave,
  1. Return to the University for at least one complete year of service, and
  2. Submit to their department head and dean a written report of the professional activities in which they engaged



# Operating Procedures for Requesting Sabbatical Leave

## The Written Application – Purpose, Location, Benefits to University

- Executive summary
- Project description
- Sabbatical justification
- Coverage plan for sponsored projects and graduate students/other direct reports
- Curriculum vitae
- Report on activities and accomplishments from prior sabbatical

## Additional Policy Considerations

- **Conflicts of Commitment and Reportable Outside Activities (III.B.1)**
- **Individual Financial Conflicts of Interest (III.B.2)**
- **Intellectual Property (I.A.1)**

**Sabbatical Leave is requested and approved within the SuccessFactors system**



A screenshot of the Purdue University website. The header includes the Purdue University logo and 'Office of the Provost'. Navigation links include HOME, VICE PROVOST AREAS, EVENTS, and NEWS. The main content area is titled 'Operating Procedures for Requesting Sabbatical Leave' and includes a sidebar with a table of contents: Faculty Policies, Criteria for Tenure and Promotion for the West Lafayette Campus, Faculty and Staff Handbook, Financial Policies, New Degree Proposals and Online Education, Operating Procedures for Lecturer Appointments, Procedures for Appointments of Postdoctoral Researchers, Procedures for Fulbright Awards, and Procedures for Research Faculty Appointment, Review and Promotion. The main text states that these procedures support the policy on Sabbatical Leaves (I.A.6) and provides an effective date of July 1, 2022. A 'Submit the Request' section follows, detailing the steps for requesting leave, including reviewing the policy, meeting with the Department/School Head, and preparing a written application for evaluation by the Department/School Head, Dean, and Provost.

# Research/Instruction/Engagement Leave

- **Purpose:** A R/I/E leave is requested when an employee needs to further research, participate in instructional opportunities, or become involved in engagement activities... or professional development opportunities unavailable at the University.
- **Eligibility and Remuneration:** All faculty. Leaves can be paid (sponsored or eligible University funds) or unpaid.
- **Application:** Refer to R/I/E Leave Request Procedures
- **Obligation:** Upon conclusion of the R/I/E leave,
  1. Submit to their department head and dean a written report of the professional activities in which they engaged

FINANCE FINANCIAL PLANNING AND ANALYSIS CONTROLLER OPERATIONS BUSINESS MANAGEMENT ABOUT US

Finance > Managerial Accounting Services > Global Support > Research / Instructional / Engagement Leave

Change in Duty Station request

Compliance Resources

Going Global? +

Purdue International, Inc

Research / Instructional / Engagement Leave

Resources +

## RESEARCH / INSTRUCTIONAL / ENGAGEMENT LEAVE

A Research/Instruction/Engagement leave is requested when an employee needs to further research, participate in instructional opportunities, or become involved in engagement activities. This leave is requested and approved within the SuccessFactors system (the same way that vacation time is requested). Leaves up to and including 22 consecutive work days must be approved by the supervisor and department head. Leaves lasting more than 22 consecutive work days must also be approved by the Dean of the academic college, Human Resources Leaves Group, Sponsored Programs, and the Graduate School. International requests are also approved by Global Support. This includes research-related travel to laboratory, teaching-related travel to another college or university, engagement-related travel to a community, or professional development opportunities unavailable at the University.

Additional information can be found on the [RIE leaves page](#).

The leave must be approved prior to departure.

Please review the Country-Specific International Presence Triggers here:  
[Tax Residency DRG](#)

# R/I/E Leave Request Procedures

## The Written Application – Purpose, Location, Benefits to University

- Executive summary
- Project description
- Sabbatical justification
- Coverage plan for sponsored projects and graduate students/other direct reports
- Curriculum vitae
- For leaves of one year or longer, complete the template leave agreement letter

## Additional Policy Considerations

- **Conflicts of Commitment and Reportable Outside Activities (III.B.1)**
- **Individual Financial Conflicts of Interest (III.B.2)**
- **Intellectual Property (I.A.1)**

R/I/E Leave is requested and approved within the SuccessFactors system



[www.purdue.edu/provost/faculty/documents/resource-rie-leave-request.pdf](http://www.purdue.edu/provost/faculty/documents/resource-rie-leave-request.pdf)

### Research/Instructional/Engagement (R/I/E) Leave Request Procedures

1. R/I/E leaves are leaves of >22 consecutive working days, paid or unpaid, that are for engaging in research, instructional, or engagement activities.
2. Faculty member initiates process (at least 1 semester prior to requested leave date, whenever possible) by:
  - a. Meeting with the department head to discuss the scope of the work, funding source(s), and coverage of their campus duties.
  - b. Preparing a written application containing the following sections, to enable their department head, dean, and provost to evaluate the merit of the proposed work and the benefit it will have for both the faculty member and Purdue University:
    - i. Executive summary: Provide a brief nontechnical overview of goal of the leave, work to be accomplished, and location where the work will be conducted.
    - ii. Project description: Describe the purpose, approach, goals, significance, and potential impact of the proposed work. If grant funding is being used to support salary, travel, or other costs, indicate how the leave furthers the aims of the grant(s) being used. Identify what form the results will take and how they will be shared with others. Letters of invitation, where appropriate, should be provided.
    - iii. Leave justification: Describe how this project will contribute to your own scholarly professional development and how the leave will benefit Purdue University.
    - iv. Plan for covering your campus duties while on leave: Describe what plans you and your department head have in place to cover your teaching/research/extension/service commitments while you are on leave.
    - v. Plan for covering your sponsored projects: Identify how your sponsored projects will be managed while you are on leave including an oversight plan for each of your active projects and what, if any, changes in scope of the project(s) are anticipated. Consult with sponsored program services to ensure oversight of sponsored projects follows the guidelines of the sponsor during the leave. In some cases, an alternate PI may need to be identified during the leave period.
    - vi. Curriculum vitae
    - vii. For leaves of one year or longer, complete the template leave agreement letter with your department head (see following page).
  - c. Reading, agreeing to, and submitting all requests and forms arising from applicable Purdue policies, including
    - i. Conflicts of Commitment and Reportable Outside Activities (III.B.1):  
[www.purdue.edu/policies/ethics/iab1.html](http://www.purdue.edu/policies/ethics/iab1.html)
      1. A reportable outside activity (ROA) is any work, advice, or service for an entity other than Purdue that may potentially result in a conflict of commitment.
      2. A conflict of commitment is a situation in which a ROA would likely interfere with the ability of a faculty member to fulfill their commitment to Purdue, or if the responsibilities, financial interest, or opportunity for personal benefit in connection with the ROA would likely interfere with professional judgement in exercising any university duty or responsibility.
      3. If you have an approved ROA associated with your leave, please attach your