

HOW SABBATICALS, R/I/E LEAVES AND PROFESSIONAL ENGAGEMENT CAN CONTRIBUTE TO SUCCESS

For Newly Promoted Associate Professors

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East & West Faculty Lounges, PMU

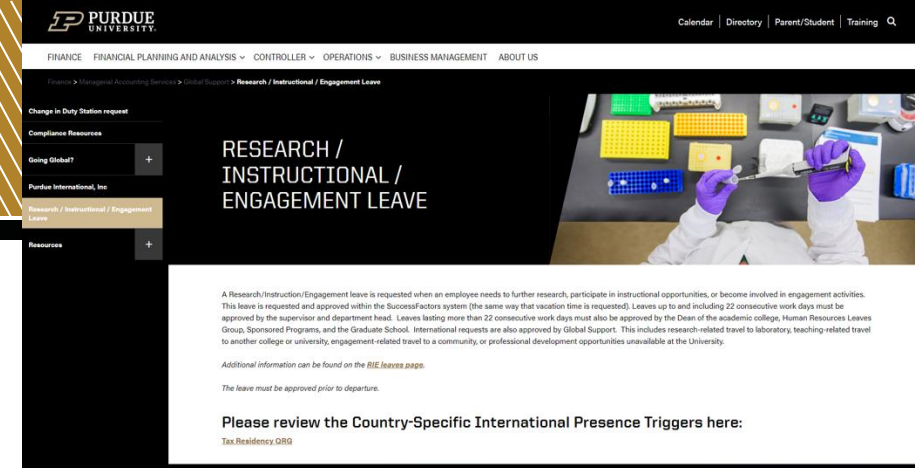
If you could invest time in yourself for professional development, what would you do with it?

What is your path for advancement?

How will you become a fellow of your professional society?

PROFESSIONAL DEVELOPMENT LEAVES

- The university invests in professional development leaves with the expectation that the leave will significantly enhance the faculty's capacity to contribute to the University's missions
- Modes of professional development leaves:
 - Business Travel (concur, <22 days)
 - R/I/E Leaves
 - Sabbaticals
 - ROA Leaves



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 for professional development opportunities unavailable at the University... for periods lasting >22 days.
- **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

The Written Application – Purpose, Location, Benefits to University

- Executive summary
- Project description
- Leave 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

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/iib1.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

SABBATICAL LEAVES (POLICY I.A.5)

- **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

Sabbatical Leaves (I.A.5)

Volume I: Academic and Research Affairs
Chapter A: Education and Research
Responsible Executive: President
Responsible Office: Office of the Provost and Executive Vice President for Academic Affairs and Diversity
Date Issued: July 1, 2022
Date Last Revised: N/A

TABLE OF CONTENTS

[Contacts](#)
[Statement of Policy](#)
[Reason for This Policy](#)
[Individuals and Entities Affected by This Policy](#)
[Exclusions](#)
[Responsibilities](#)
[Definitions](#) (defined terms are capitalized throughout the document)
[Related Documents, Forms and Tools](#)
[Website Address for This Policy](#)
[History and Updates](#)
[Appendix](#)

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



The screenshot shows the Purdue University Office of the Provost website. The page title is "Operating Procedures for Requesting Sabbatical Leave". The page content includes a navigation menu with "HOME", "VICE PROVOST AREAS", "EVENTS", and "NEWS". Below the navigation menu, there is a "Policies and Procedures" section with a list of links: "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 content area is titled "Operating Procedures for Requesting Sabbatical Leave" and includes the following text: "These procedures support the policy on [Sabbatical Leaves \(I.A.5\)](#) at Purdue West Lafayette. Refer to the policy for contact information and definitions." and "Effective date: July 1, 2022". Below this, there is a "Submit the Request" section with the following text: "Faculty members must complete the following steps at least one semester prior to the proposed start of the sabbatical leave. If the faculty member has two concurrent appointments, they must request leave for both positions." and a list of three steps: 1. Review the policy on [Sabbatical Leaves \(I.A.5\)](#) and verify that they meet the minimum term of service requirement. If granted the leave, the faculty member agrees to a minimum of one complete year of service following their return, per the policy. 2. Meet with their Department/School Head to discuss the scope of the work and coverage of campus duties. Note that it is the Department/School Head's responsibility to arrange departmental schedules to permit eligible faculty to take sabbatical leave while minimizing (1) disruption to the academic program and (2) the cost of substitute instruction. 3. Prepare a written application for evaluation by their Department/School Head, Dean, and Provost (or designee). The application will be evaluated on the merit of the proposed work and the benefit it will have for both the faculty member and the University. Include the following in the application:

Conflicts of Commitment and Reportable Outside Activities

(III.B.1)

- A Reportable Outside Activity (ROA) is any work, advice, or service for an entity other than Purdue University that may potentially result in a Conflict of Commitment. In accordance with Purdue University's policy on Conflicts of Commitment and Reportable Outside Activities, no employee may engage in an ROA until:
 - 1) The employee has submitted the ROA on a Reportable Outside Activity Form, and
 - 2) The Unit Head or Outside Activities (OA) Officer has given written approval for the employee's participation in the ROA described in the form.
- In determining whether an ROA constitutes a Conflict of Commitment, the University will consider the nature of the requested work or appointment, overall time commitment, and whether the activity is to take place during the normal weekday business and/or instructional hours of the University or when an employee is in paid or unpaid leave status. Regardless of whether the ROA takes place during normal weekday business and/or instructional hours or will take place during an approved leave, all proposed outside activities must be disclosed. No employee may engage in an ROA that gives rise to a Conflict of Commitment.

ROA LEAVES

- When an approved ROA requires a leave from the University, such as for Consulting that exceeds a maximum of one business day per week for tenured or tenure-track faculty or taking a leave to work full- or part-time in industry, at a start-up company, or at another organization, the policy on Leaves of Absence allows the faculty member to use either paid vacation leave (fiscal-year appointments only) or unpaid leave. Regardless of which type of leave the faculty member uses, if the activity is reportable, it must be approved prior to requesting leave. Additional approvals are needed for unpaid leaves. The following procedures combine the steps for requesting approval for an ROA and the steps for requesting unpaid leave.

PROFESSIONAL ENGAGEMENT AND LEADERSHIP

- Value of administrative service;
- Value of interdisciplinary and collaborative work;
- Value of being a mentor, as well as a mentee;
- How are professional services outside of campus viewed (journal editor, chair of a national conference, board member, president or vice president of a professional association, etc);
- How do we prioritize service requests?

IMPORTANT RESOURCES

- [Eligibility for Sabbaticals](#)
- [University Procedures for Sabbatical Requests](#)
- [University Procedures for RIE Leave Requests](#)