



University of Indianapolis
2022-23 Sabbatical Leave Program
Request for Proposals

SUMMARY STATEMENT: After five (5) years of continuous service, a full-time faculty member is eligible to apply for a sabbatical leave to be taken following the sixth year, for an equivalent of 12 credits of load distributed as one (1) semester at full salary or two (2) semesters at half salary, or another distribution as negotiated.

ELIGIBILITY: All University of Indianapolis full-time faculty are eligible to apply after every five (5) years of continuous full-time service. Sabbatical leave may be taken following completion of six (5) continuous years of service.

FUNDING: Faculty may apply for an equivalent of 12 credits of load distributed as one (1) semester at full salary or two (2) semesters at half salary, or another distribution as negotiated.

PURPOSE: The intent of sabbatical leave is to enable faculty members to pursue research, undertake preparation of new courses, or to gain additional expertise in fresh areas of academic activity. Sabbatical leave rewards faculty with professional leave for purpose of professional and personal development, as well as the enhancement of the faculty member's ability to contribute to the University. Sabbatical leave may be used for travel in connection with the purposes for which it has been granted. Teaching term-time at another university or engaging in other remunerative employment is normally not included with sabbatical leave.

The following items are part of the sabbatical leave policy at the University of Indianapolis:

- A.** Faculty are eligible to apply for sabbatical after every five (5) years of continuous full-time service. Faculty may, in consultation with their chairs and deans, negotiate the timing of when they take sabbatical once approved without impacting the timing of their next eligibility.
- B.** Salary or other remuneration, other than fellowships or scholarships, shall not be accepted by a faculty member on sabbatical leave.
- C.** Faculty members granted sabbaticals are required to give a minimum of two (2) years of service to the University following the sabbatical leave. If such is not done, the faculty member is then under obligation to return a proportionate share of the salary for the period of service not rendered.

INSTRUCTIONS: A complete application must include all sections as applicable and described below. All narrative portions must be double-spaced and use at least Arial 10 point font or Times New Roman 11 point font, with 1-inch margins on each page. Applicants should be aware that grant programs guidelines are reviewed annually and are subject to change without notice. Applicants are responsible for use of most current grant program guidelines.

SECTION I – COVER SHEET

- **Internal Grants Cover Sheet** (Form required). Complete the cover sheet, including all signatures. Blank Internal Grant Cover Sheets, as well as other required forms, are available online at Grants & Sponsored Programs.

SECTION II – PROJECT NARRATIVE

- **Project Abstract.** (Maximum 100 Words). Provide a statement summarizing the proposed activities to occur during Sabbatical Leave.
- **Project Narrative** (Maximum 4 Pages). Provide a detailed description of proposed activities and proposed travel plan including a detailed timeline.

SECTION III – ATTACHMENTS

- **Letter(s) of Support.** Provide letters of support from individuals who can verify intended plan for travel.

Example: Applicant plans to travel to another institution to learn about an innovative research project or teaching method. The applicant will not attend a conference during the travel period, but will conduct independent study under the guidance of a colleague at the institution. The colleague guiding the independent study would provide a letter of support confirming the intended purpose of the applicant's visit to their institution.

APPLICATION CHECKLIST

- ✓ Internal Grants Cover Sheet
- ✓ Project Abstract (limit 100 words)
- ✓ Project Narrative (limit 4 pages)
- ✓ Letters of Support

APPLICATION PROCESS

Applications must be submitted via email to grants@uindy.edu as a single pdf file.

Applications are due no later than 11:59 p.m. on Monday, October 31, 2022.

Applicants will receive confirmation of receipt of materials via email. Contact Jeanie Neal (nealj@uindy.edu) in the Office of Grants & Sponsored Programs if confirmation is not received within 48 hours of submission as directed above.

Incomplete or late applications will not be accepted.

REVIEW PROCESS. Proposals are reviewed by the Department Chairs, School Deans, and the Sabbaticals and Grants Committee. Sabbatical Leaves are recommended by the Sabbaticals and Grants Committee are formally awarded by the Provost and authorized by the Board of Trustees. Applicants may be contacted with questions during the review process. The committee evaluates applications and provides approval recommendations using the following criteria:

- A. Application submitted was accurate, thorough, and demonstrated adherence to published program guidelines. Applications that do not adhere to published program guidelines are subject to denial.
- B. Applications recommended for approval are carefully examined with regards to the following:
 - 1. The institution to be attended (if any) and the nature and purpose of the applicant's proposed work
 - 2. The nature and purpose of proposed travel, and places to be visited by the applicant.
 - 3. The importance and relevance of proposed travel to the applicant's teaching assignments.
- C. Applicant is responsible to describe in detail the benefit of the experience and proposed travel - personally, professionally - to both the applicant as well as the University. Applications that provide only general statements about the benefit of the experience and proposed travel are insufficient for consideration.

Sabbaticals recommended by the Sabbatical and Grants Committee are formally awarded by the Executive Vice President and Provost and authorized by the Board of Trustees.

AWARD NOTIFICATION: Applicants will be notified of the Executive Vice President and Provost's decisions approximately six (6) weeks following the application deadline. Applicants will be notified of the Board of Trustees final decision in March.

REPORTING REQUIREMENTS: Grantees must provide a written report to the Executive Vice President and Provost outlining activities and accomplishments of the period away from campus. Blank report forms for internal grants are available online in the GSP's Internal Grants Toolkit.

Questions? Contact the Sabbatical & Grants Committee