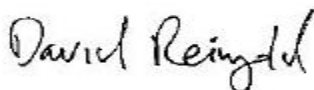


TO: CLA Department Heads

FROM:

David Reingold



DATE: November 17, 2016

SUBJECT: VEPR /Sabbatical leave

Recently the Provost's Office communicated enhanced guidance with the University Deans about sabbatical leave and the Voluntary Early Partial Retirement (VEPR) program. I want to give all faculty an update.

University Policies

Background information on sabbaticals is available in [Executive Memorandum B-11](#). For additional information on VEPR, see [Executive Memorandum C-32](#).

CLA Guidelines

To assist in financial and course planning, we ask that faculty make the academic unit heads and the Dean's Office aware of the desire to request a VEPR and/or sabbatical leave by Sept. 1 in the fall semester prior to the subsequent academic year whenever possible. For example, requests for the 2018-2019 academic year should be submitted by 9/1/2017.

Recent University practice has been to approve a VEPR request for a duration of two or three years. Going forward, to balance the interests of faculty members with the educational mission of the College, Liberal Arts intends to conform to University practice in all but exceptional cases. Also, going forward in Liberal Arts, we'll expect the teaching, administrative and research load distribution to be negotiated between the individual faculty member and his/her unit head.

Approval of sabbatical leave and VEPR requests are at the discretion of the academic unit head and dean. All requests are considered on a case-by case basis. The timeliness of the request may influence whether approval is granted.

University Policies

Supplemental Guidelines on Sabbatical Leaves:

- 1) ***Stacking of Sabbatical with other Extended Leave.*** If a semester of sabbatical leave at 100% pay and a semester of research leave at 100% pay (typically derived from the faculty member's external grant funding) are combined in order to spend a full academic year on independent research, the semester of research leave should precede the semester

of sabbatical leave. The post-sabbatical one-year time-of-service obligation to Purdue begins as usual, after the sabbatical ends.

The preference is for a 100% research leave semester followed by a 100% sabbatical semester. However, if there are grant related reasons to structure the leave across two semesters at 50% research leave and 50% sabbatical, this will be considered by the Provost's Office. The sabbatical obligation would begin following the concurrent research/sabbatical leave.

- 2) ***Voluntary Early Partial Retirement.*** A VEPR following a sabbatical leave can only be approved once the sabbatical obligation is met, i.e., the faculty member would need to return to full-time status for one year following the sabbatical leave and before beginning the VEPR. The sabbatical obligation cannot be satisfied while on VEPR. The university's sabbatical policy B-11 states that sabbatical leaves are provided to faculty for the purpose of "updating and strengthening their professional skills and horizons" with the intent that this new knowledge will be shared through teaching and service. B-11 requires a minimal return to the university of one full year of service to realize the benefits intended by the policy.
- 3) ***Eligibility for Sabbatical Leave.*** Semesters as full-time tenured or tenure track faculty count towards the sabbatical eligibility period. This includes all types of approved leaves at full pay; all leaves without pay will not count towards the sabbatical eligibility period. B-11 states "Normally only full-time service at professorial rank shall be counted for eligibility for sabbatical leave." Therefore, semesters at less than full-time would typically be excluded from counting toward eligibility.
- 4) ***Fulfillment of Post-Sabbatical Obligation.*** As a general rule, periods of approved and paid leave will count towards the satisfaction of a faculty member's post-sabbatical obligation. Unpaid leave will not count toward this requirement.

As a reminder, approval of sabbatical leave and VEPR requests are at the discretion of the academic unit head and dean. All requests are considered on a case-by case basis.