



**INDIANA UNIVERSITY
KOKOMO**

OFFICE OF ACADEMIC AFFAIRS

**Grant-in-Aid, Summer Faculty Fellowship, Sabbatical Leave & Sabbatical-Like Leaves
Guidelines & Application Materials**

The Office of the Vice Chancellor of Academic Affairs (VCAA) administers Grant-in-Aid of Faculty Research, Summer Faculty Fellowship, Sabbatical Leave, and Sabbatical-Like Leave awards. Each year the VCAA forms a **Faculty Development and Grants Committee (FDGC)**, composed of faculty representatives from each of IU Kokomo's academic units. The FDGC reviews applications for these awards and submits recommendations to the VCAA.

Application deadlines for annual competitions for these awards are listed below.

Grant-in Aid of Faculty Research for Spring Semester:	October 15
Grant-in-Aid of Faculty Research for Summer:	February 15
Grant-in-Aid of Faculty Research for Fall Semester:	April 15
Summer Faculty Fellowships:	October 15
Sabbatical Leaves:	October 15
Sabbatical-Like Leaves:	October 15

Grant-in-aid awards are for a maximum of \$4,000. Summer fellowships awarded to faculty at the rank of Professor or Associate Professor are in the amount of \$7,000; at the rank of Assistant Professor, \$6,000.

Applications must be received by the Office of the VCAA by the dates listed to be eligible for FDGC review. Applicants for each award must submit an original application and seven additional copies to the VCAA. Applications for grant-in-aid are accepted on a rolling basis three times per year.

The FDGC will complete its review of spring grant-in-aid, summer fellowship and sabbatical/sabbatical-like leave applications and submit recommendations to the VCAA by December 1 of each year; by March 15 for summer grant-in-aid awards; and by July 1 for fall grant-in-aid awards. Award recipients are notified by the Office of the VCAA. Awards for projects which require human subjects approval are made pending verification of the completion of that approval process.

Questions regarding any of these awards, application procedures, FDGC activities, etc. should be directed to the Office of the Vice Chancellor of Academic Affairs.



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**Sabbatical Leave and Sabbatical-Like Leave
Award Information, Guidelines and Application Format**

Applications for Sabbatical Leave and Sabbatical-Like Leave are due by October 15. Applicants must submit an original application and seven additional copies of the complete application to the Office of the VCAA. The FDGC will complete its review and submit recommendations to the VCAA by December 1. Award recipients are notified by the Office of the VCAA.

Final approval of sabbatical leave and sabbatical-like leave applications is the prerogative of an applicant's Chair or Dean, the Offices of the IU Kokomo Vice Chancellor of Academic Affairs and Chancellor, the President of Indiana University, and the IU Board of Trustees.

The Faculty Development and Grants Committee serves an advisory role in the sabbatical leave approval process, and its primary function is to inform that process through review and endorsement (or the absence of an endorsement) of leave applications.

Endorsement by the FDGC indicates that a representative group of an applicant's peers have reached three conclusions about the leave request. First, that on the basis of the applicant's eligibility and record of scholarship and productivity, a leave is warranted. Second, that the proposed research, scholarship or other activity to be engaged in during the leave conforms to the standards and expectations related to all academic endeavors at IU Kokomo, and is therefore worthy of institutional support. Third, that on the basis of the applicant's background, skills and past performance there is a reasonable expectation that the proposed activity can and will be successfully completed.

The absence of an endorsement indicates, on the other hand, that the FDGC concludes the leave is not warranted, that the proposed activity does not meet campus standards and expectations related to academic endeavors, and/or that the likelihood of successful project completion is questionable. The absence of an endorsement from the FDGC may or may not influence final approval of the sabbatical leave by campus and university administrators.

FDGC recommendations related to sabbatical leave and sabbatical-like leave applications will be submitted to the Office of the VCAA by December 1 of each year.

Individuals who apply for sabbatical leaves are encourage to consult the [IU Academic Handbook](#) and [IU Kokomo Academic Handbook](#) for additional information regarding leave purpose, eligibility, terms of leave, scheduling, approval procedures and award conditions.

Sabbatical leave and sabbatical-like leave applications should follow the format below, which includes a cover page and narrative section. Applications must include a signed "Pledge to the University" section.

VCAA 2007

Application for Sabbatical Leave or Sabbatical-Like Leave

Cover Page

Name of Applicant:

Academic Title:

Department/ Division/ School:

Period of Proposed Leave:

**Effective Date of Initial Appointment as
Full-Time Faculty Member at IU Kokomo:**

Period(s) of previous sabbatical leaves or sabbatical-like leaves:

Period(s) of leave of absence other than sabbatical leave or sabbatical-like leaves:

With Pay: _____

Without Pay: _____

Approval of Department/Division / School Chair or Dean, who has forwarded application with statement attached concerning adjustments, additional staff, or other expenditures that will be necessary:

Chair / Dean Signature

Date

Signature of Vice Chancellor for Academic Affairs certifying eligibility in terms of faculty service:

VCAA Signature

Date

Signature of Vice Chancellor for Academic Affairs recommending approval:

VCAA Signature

Date

Application for Sabbatical Leave and Sabbatical-Like Leave

Narrative

Description of Scholarly Activity for which Leave is Requested:

Previous Scholarly Work Related to the Proposed Project:

Place Where Proposed Project is to be Completed:

Benefits Expected:

External Sources of Support:

Applicant Academic Record (include complete vita):

Pledge to the University:

In accepting a sabbatical leave or sabbatical-like leave, I agree not to accept any employment during the period of the leave that has not been explained in this application, unless I apply for and receive written permission from the Office of the Vice Chancellor of Academic Affairs. In the event that I do not return to my faculty position at Indiana University Kokomo for at least one year immediately following the leave, I agree to reimburse IU Kokomo for any salary, retirement contributions, and insurance benefits paid on my behalf during the period of my leave.

Signature of Applicant

Date