

To: All Full-Time Instructors

From: Sharon K. Hahs, President

Re: EDUCATIONAL LEAVE APPLICATIONS

Date: October 2007

- (1) Employees may apply for leave during their fifth year of service, provided that the leave would not begin until the fifth year of service has been completed.
- (2) Please use the attached application form. Your immediate supervisor, the Dean of your College and the Vice President for Academic Affairs/Provost are asked to review the proposal for consistency with the goals of the Department/Program and the University, and to ensure that the arrangements for covering assignments in the event of an award are acceptable.
- (3) The applications that receive a favorable recommendation from the Vice President for Academic Affairs/Provost will be forwarded by my office to the Advisory Committee on Faculty Awards for review and ranking according to the attached Guidelines and Criteria.
- (4) The Advisory Committee on Faculty Awards will forward their advisory rankings and the applications to me for review and discussion with the vice presidents prior to the decision on leaves to be awarded.
- (5) You are reminded that the State of Illinois by 110ILCS 100/0.01, University Faculty Research and Consulting Act, requires that faculty members may not contract for or receive anything of value in return for research or consulting services except from the institution that the faculty member serves unless there is prior written consent of the President of the University. This Act also pertains while a Full-Time Instructor is on an Educational Leave.

In the following pages I refer to the applicable Articles in the Collective Bargaining Agreement.

Your **original application and fifteen (15) copies** must reach the Vice President for Academic Affairs/Provost by November 16, 2007. Applications will be forwarded to the Advisory Committee on Faculty Awards. Rankings from that Committee will be due in my office by December 19, 2007.

Five (5) educational leaves will be available for academic year 2008-2009.

EDUCATIONAL LEAVES 2008-2009

APPLICATION INSTRUCTIONS

The application, resume and sabbatical proposal are to be typed. The following guidelines are provided for preparing the proposal.

The purpose of the requested leave must relate clearly and significantly to one or more of the following categories:

1. Scholarly Research
2. Updating existing professional skills
3. Acquiring new professional skills

The proposal must be sufficiently detailed and documented to demonstrate that the proposed sabbatical plan is related to the academically acceptable purposes. The proposal must contain a clear statement of (a) the specific goals or objectives; (b) the methods of goal attainment; and (c) the manner in which the results of the proposed sabbatical will be shared with the academic community. Items (a), (b) and (c) will be the criteria used in making recommendations concerning the academic acceptability of the applications.

On or before:

- | | |
|-------------------|--|
| November 2, 2007 | Faculty submit one copy of the application, vita, and proposal to the department chairs AND fifteen copies to the Office of the Provost for review by the Advisory Committee on Faculty Awards. |
| November 9, 2007 | The Department Chair reviews the proposal, prepares recommendations, and forwards completed forms to the Dean or Unit Head. |
| November 16, 2007 | The Dean or Unit Head reviews the proposal, prepares recommendations, and forwards completed forms to the Provost. |
| November 19, 2007 | The Provost forwards copies of the proposal to the Advisory Committee on Faculty Awards. |
| December 14, 2007 | The Advisory Committee on Faculty Awards forwards recommendations for sabbatical leave to the Provost. |
| January 7, 2008 | The Provost reviews the proposal and all recommendations and forwards the proposals with recommendations to the President. |
| February 8, 2008 | The President reviews the proposals and makes final decisions. |

NORTHEASTERN ILLINOIS UNIVERSITY
EDUCATIONAL LEAVE for FULL-TIME INSTRUCTORS
2008-2009

Name _____

Type of Leave Requested
____ 12 months/half pay
____ 6 months/full pay

Service at Northeastern

as of July 1, 2007 _____(yrs.) _____(mos.)

Starting date
requested:

Date(s) of last Educational Leave(s)

Purpose(s) of past Educational Leave(s):

Purpose(s) of this requested leave:

- (1) ___ Study and research

- (2) ___ Professional growth related to the Full-Time Instructor's responsibilities
as indicated on the official job description.

I agree to submit a report to the Vice President for Academic Affairs/Provost within one (1) month after the completion of my leave, describing the work completed during my leave as based on my proposal.

Signature _____ Date _____

Name of Educational Leave Applicant: _____

Application Reviewer

Immediate Supervisor _____ Date: _____
Comments:

Appropriate Dean _____ Date: _____
Comments:

Provost _____ Date: _____
Comments:

Advisory Committee on Faculty Awards Action:

Ranked # _____ of _____ applicants Date

Signature Committee Chairperson _____

Northeastern Illinois University
FULL-TIME INSTRUCTOR EDUCATIONAL LEAVE
Guidelines and Criteria

A narrative statement of no more than four (4) double-spaced, typewritten pages should be attached to the Educational Leave form. The narrative should address at least the following:

Purpose

Article 19.03 of the Collective Bargaining Agreement recognize two purposes: “study and research” or “professional growth related to the Full-Time Instructor’s responsibilities as indicated on the official job description,” and further require that the leave be “...consistent with the goals of the university or the professional development of the applicant.”

The purpose of the leave must be addressed by the application. The criteria for assessing the statement of purpose will include:

Clarity and specificity of the statement of purpose;
Consistency with the goals of the University and the Department/Program;
Benefit accrued to the University;
Contribution to the professional development of the applicant.

Work Plan

A detailed discussion of the activities to be undertaken should highlight the relationships among these activities and the stated purposes of the leave. The criteria for assessing the work plan will include:

Clarity and specificity of the description of the activities;
Adequacy of the activities to accomplish the stated purposes;
Degree to which the activities would appear to challenge the applicant;
Degree to which the activities allow for results to be measured in terms of accomplishment.

Results

A brief statement of the intended and expected outcomes of the leave should follow the discussion of things to be done. The criteria for reviewing the statement of results will include:

Clarity and specificity of the statement of anticipated results;
Potential usefulness of the outcomes to the applicant and the University.

In addition to these criteria, the reviewers will take into account: the length of service of the applicant; the overall quality of each application relative to others in the pool; and where the numbers of applications permit, will take account of representation among Colleges.

REGULATIONS APPLICABLE TO BARGAINING UNIT FULL-TIME
INSTRUCTORS

19.03 Educational Leave

a. Eligibility

An Educational Leave is granted at the discretion of the University President. A Full-Time Instructor may receive an Educational Leave only after completing at least five consecutive years of full-time service at the University. An Educational Leave shall not be awarded to the same employee more than once in every seven academic years and educational leave time shall not be cumulative.

b. Uses

Educational Leave may be used for the following purposes:

- (1) study and research; and
- (2) professional growth related to the full-time Instructor's responsibilities as described in the official job description.

c. Availability

The number of Educational Leaves shall be determined at the beginning of each academic year. The number shall be one Educational Leave for every 25 Full-Time Instructors or major fraction thereof.

d. Procedures

Educational Leave proposals shall be reviewed according to procedures established at the University. The University President may deny a request for an Educational Leave on the grounds that the proposal does not advance the goals of the University or the professional development of the applicant. Within ten working days of a notice of denial, the University President, upon written request of the applicant, shall provide a written explanation for the denial to the Full-Time Instructor who submitted the proposal.

e. Priority

If the number of acceptable Educational Leave proposals exceeds the number of available Educational Leaves at the University, priority of award shall be determined on the basis of years of service at the University or years of service since the last Educational Leave. If a Full-Time Instructor has never had an Educational Leave from the University, her/his priority shall be determined on the basis of years of full-time service at the University. If a Full-Time Instructor has had an Educational Leave from the University, her/his priority shall be determined on the basis of the number of years since her/his last Educational Leave.

f. Terms

Salary payment during Educational Leave shall be as follows: one-half, if leave is granted for a full year; full pay if leave is granted for one-half year, equating four and a half months of salary.

g.

Conditions

The Instructor shall, prior to the granting of Educational Leave, enter into a written agreement with the Board that upon termination of such leave, the Instructor will return to the University for a full year and that, in default of completing such service, will refund to the University, unless excused there from by the Board for reasons satisfactory to it, an amount equal to such proportion of salary received while on leave as agreed bears to the whole amount of service agreed to be rendered. Such written agreement will be canceled at the end of the required year of service, or upon the non-retention, death, or permanent disability of the employee.

h.

Report of Educational Leave

(1) By the end of the first Academic Term following return to the University from Educational Leave, the Full-Time Instructor shall file a written account of Educational Leave activities and accomplishments as related to the goals and objectives stated in the Educational Leave proposal with the Vice President for Academic Affairs/Provost, Dean and Department Chair and shall be placed in the Employee's personnel file.

(2) Any change in a proposed or on-going Educational Leave which significantly modifies the original proposal must be reported to the Vice President for Academic Affairs/Provost for approval at the earliest possible time.