

DEPARTMENTAL LEAVES FOR FULL-TIME CLINICAL TRACK FACULTY INDIANA UNIVERSITY SCHOOL OF MEDICINE

The departmental leave program is undertaken to provide time to keep abreast of developments in a clinical track faculty member's fields of teaching and/or clinical service.

A departmental leave is not a leave which a clinical track faculty member automatically "earns" by having been employed for a given period of time. Rather, it is an investment by the department and the School of Medicine in the expectation that the leave will significantly enhance the clinical track faculty member's capacity to contribute to the objectives of the department and the school. For this reason, departmental leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.

A statement of proposed use of time is required to indicate the manner of achieving these general objectives. Adherence to an approved plan is expected. At the termination of the leave, and not later than three months after returning to work, the clinical track faculty member shall submit a report of activities undertaken, which will be used in evaluating future applications for departmental leave of persons who have had one or more departmental leaves. Report forms are available in the Dean's Office.

Terms of Leave

Departmental leave will be for six months at full salary or for one year at half salary for twelve-month appointed full-time clinical track faculty. A departmental leave need not be taken in a single academic year, but may be divided over several academic years. The departmental leave program requires that clinical track faculty on departmental leave devote full time to the activity for which leave is granted and will receive no salary or stipend from other sources than usual except that (1) persons on leave for a year at half pay may engage in activity consistent with that for which leave is granted and receive salary, stipend, or honoraria from other sources in such amounts that total salary, stipend, or honoraria do not exceed approximately the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and other expenses incidental to their approved activity.

Eligibility

A clinical track faculty member is eligible for one departmental leave during each period of seven years' full-time service in faculty rank (including time on departmental leave), following the completion of the first six years of full-time service as a faculty member in the School of Medicine. For example, a faculty member may be granted one departmental leave in the seventh, eighth, ninth, tenth, eleventh, twelfth, or thirteenth year of service, and one in the fourteenth, fifteenth, sixteenth, seventeenth, eighteenth, nineteenth, or twentieth year of service. Ordinarily, however, a departmental leave will not be granted within less than four years following a preceding departmental leave. For example, a clinical track faculty member who is granted departmental leave in the twelfth year would not again be eligible until the seventeenth year. Leaves without pay do not count as part of the period by which eligibility for departmental leave is determined. The departmental leave program applies only to clinical track faculty who agree

to return to their positions in the School of Medicine for at least one academic year following return from leave. A departmental leave will not be granted to a clinical track faculty member denied reappointment for the academic year immediately following the proposed leave. A departmental leave will not be granted for the last year of a clinical track faculty member's service prior to retirement, or for a person who fully intends to resign at the end of the year for which departmental leave is requested. A clinical track faculty member must agree to reimburse the School of Medicine for any salary, retirement contributions, and insurance premiums paid during the departmental leave in the event that the faculty member does not return to the School of Medicine for at least one academic year immediately following the leave.

Scheduling

As far as possible, departmental schedules should be arranged so as to permit eligible members of the clinical track faculty to take departmental leaves. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the departmental program. After appropriate review procedures in each department have been completed, the approved applications shall be forwarded to the Office of the Dean for final approval at least six months in advance of the start of the proposed leave. Applications not approved by the department chairman should not be forwarded.

Fringe Benefits While on Departmental Leave

Group Life Insurance continues, based on the full-time salary rate and at no cost to the faculty member. **Group Medical Insurance**, which is in any case optional, will be automatically continued during the leave if it was in force immediately prior to the leave. The individual's contribution will continue by payroll deduction, and the University will make its normal contribution. Faculty members enrolled in a managed care health plan who plan to be out of the Indianapolis area during their departmental leave may want to consider enrolling in the PPO plan (IU PPO Healthcare, administered by Anthem) during the leave period. For managed care plans, coverage outside the service area is limited to emergency care. Faculty members interested in this option should contact the Human Resources Administration Benefits Office for additional information. **Retirement** contributions will continue as usual for individuals on departmental leave with full pay. For those on full-year leave at one-half salary, the University will base its contribution on that one-half of the faculty member's salary. Thus, faculty members taking such a leave coupled with some type of external financial support should look to this external source for any retirement contributions supplemental to the one-half of normal contributions paid by the University. A faculty member might be eligible for **tax benefits** relating to travel and living expenses while on leave. Consultation with a tax advisor may be in order.

Office of the Dean

11/96

Benefits revised 8/01

**APPLICATION FOR CLINICAL TRACK FACULTY DEPARTMENTAL LEAVE
INDIANA UNIVERSITY SCHOOL OF MEDICINE**

Name of Applicant
Department
Academic Title

Date of appointment as a full-time member
of the faculty of the School of Medicine

Periods of previous departmental leave

Periods of leave of absence other than departmental leave	With Pay	Without Pay

Period(s) of Proposed Leave

_____	Six months at full pay
	Dates
_____	One year at half pay
	Dates
_____	Divided leave
	Dates

Approval of department chairman who has forwarded application with statement attached concerning schedule adjustments, additional staff or other expenditures that will be necessary:

_____ Date

Approval of dean:

_____ Date

3. How will the departmental leave enhance your professional career?

4. Specifically, how is the proposed departmental leave consistent with the mission of the department and the School of Medicine?

5. How will the departmental leave allow for accomplishment of activities that could not otherwise be completed while handling normal responsibilities?

6. How will the proposed plan or location best fulfill the objectives of the departmental leave? For those staying in the School of Medicine, explain the reasons and advantages.

7. Describe place or places where work is to be done, plans for travel, arrangements for the use of facilities or work with colleagues elsewhere or in the School of Medicine.

8. Describe the benefit expected to be obtained by the proposed departmental leave such as improvement in professional ability or improvement in teaching effectiveness.

9. Specify sources and amounts of funding both definite and contemplated in addition to usual salary during the proposed departmental leave. Additional funding would include grants, fellowships, allowances for expenses, or payments for services during the period of the departmental leave. (Any arrangement for payment for services during the period of leave should be fully described.) This is especially important if the leave is contingent on receiving additional funds.

10. Please attach a current curriculum vita.

11. Pledge to the School of Medicine:

In accepting a departmental leave, I apply in good faith with the intention to return to Indiana University School of Medicine for at least one year following the period of leave, and to accept no employment during the period of leave that has not been explained in this application, unless I apply and receive written permission from my department chairman and from the dean of the School of Medicine. My approved plan will not be changed without written consent from my department chairman and from the dean of the School of Medicine. I will file a report on the completion of my departmental leave.

Signature

Date

4. Description of travel and residence away from home during departmental leave:

Department Chairperson _____ Date:

Dean _____ Date:

Office of the Dean 11/96