

Absence from Campus

Faculty members are encouraged to engage in significant off-campus professional activities (performances, lectures, conferences, etc.) that will enhance their professional status, but not at the expense of on-campus teaching and service responsibilities.

Provision must be made for the rescheduling of lessons and classes or for volunteer substitutions by colleagues. If the accumulated approved absences are more than 15 non-weekend days of the semester – even if replacements have been arranged – then a percentage of salary will be deducted.

Application for approval must be made to the dean at least two weeks before the planned absence. The form is included at the end of this document and is also available on paper from the dean's office.

Following is an excerpt from the IU Bloomington *Academic Handbook* (August 2008 edition, pp. 127-128) concerning outside professional activities and absences from campus. The complete text, including information about the implementation of this policy, compliance, and application of the policy, is available in the *Handbook* in hard copies available from the office of the Vice Provost for Faculty and Academic Affairs, and online at:

http://www.indiana.edu/~vpfaa/download/acad_handbk_web_08.pdf

Indiana University Bloomington Policy on Conflicts of Commitment Involving Outside Professional Activities

1. Rationale

All Academic Appointees are required to fully meet the professional obligations of their appointments. Full-time Academic Appointees are expected to devote their primary professional time and energy to carrying out teaching, research, and service responsibilities on behalf of Indiana University. Academic appointees should avoid conflicts of commitment, which arise either when an appointee undertakes outside professional activities that interfere with fulfilling the obligations of his or her academic appointment, or when an appointee undertakes, on behalf of another organization, activities that would ordinarily be performed on behalf of Indiana University.

Consistent with the provisions of this University policy, each campus will establish its own procedures for implementation.

2. Policy

a. Academic Appointees may engage in Outside Professional Activities, provided that these activities do not constitute a Conflict of Commitment and comply with all other applicable University policies.

- b. Full-time tenure-track faculty shall be permitted to spend, on average, one non-weekend day each week during the period of appointment, not including official university holidays, on Outside Professional Activities.
- c. Academic Appointees shall not use University resources in the performance of Outside Professional Activities without the written permission of their dean or unit head and without compensating the University. Where resource usage is *de minimis* and the cost difficult or impossible to calculate, such use of University resources shall not require reimbursement.
- d. An Academic Appointee's compliance with this policy shall not be determined on the basis of income earned from Outside Professional Activities or the percentage of the appointee's University compensation that such income constitutes, unless required by law.

3. Examples of possible Conflicts of Commitment that must be disclosed

- a. An outside professional activity that may substantially reduce the time available for the appointee to carry out the primary obligations of his or her appointment.
- b. Teaching for another educational institution, including online teaching.
- c. Undertaking externally funded research activities where the financial sponsorship is managed entirely outside Indiana University.
- d. Undertaking activities that compete, or have the potential to compete, with Indiana University in areas that are part of the appointee's University Responsibilities.

INDIANA UNIVERSITY JACOBS SCHOOL OF MUSIC

FACULTY ABSENCE REQUEST

Except for emergency, no permission will be granted unless an absence is requested at least two weeks before the absence is to occur. Requests for absence will be considered only for reasons of personal emergency or for the carrying on of professional activities, such as performance concerts, presenting lectures, etc., consistent with university policy.

Date_____

Name_____

I request permission to leave campus while school is in session for the following reason. (Please be specific.)

Departure:
Date _____

Return:
Date _____

Time _____

Time _____

Please list other absences during the current semester: _____

If you are to be absent from any auditions, hearings, committee or department meetings, doctoral examinations, etc., please specify activity below and agreed upon alternate.

Activity_____ Alternate_____

Faculty Signature_____

Dean's Signature_____

Approved_____ Not Approved_____