## Guidelines for Research Leave Program

*Approved by the Bloomington Library Faculty Council:  March 19, 1990*
*Amended by BLFC:  July 1993; June 1997; July 2000; January 2010*

1. The Research Leave Program is organized and run by the IUB Libraries as an internal program in support of the on-going research of librarians in libraries on budgets administered by the Ruth Lilly University Dean of University Libraries.  The Libraries encourage the support of supervisors and colleagues in making research time available. The Research Leave Program is intended to aid research by IUB librarians by making research leaves available to them in suitable circumstances.

2. The Bloomington members of the Sabbatical Leave Committee serve as the IUB Research Leave and Support Grant Funds Committee.  This committee reviews applications and makes recommendations to the Dean.

3. The question of coverage during the librarian's absence is handled in a way similar to the approach taken for sabbaticals — i.e., it is the supervisor's responsibility to make arrangements.   The supervisor's signature on the Application for Research Leave attests that such arrangements have been made.

4. A research leave may be from two weeks to two months in length.
   a. Non-tenured librarians in a tenure-track position are eligible for up to five months of research leave in the period between appointment and application for tenure.
   b. Tenured librarians are eligible for up to seven months of research leaves, in addition to a sabbatical leave, within each seven-year period.

5. The Application for Research Leave is submitted to the librarian's supervisor, who must attach a statement denoting approval of the proposal and whether adequate coverage can be provided while the person is on leave.  The supervisor then forwards it to the appropriate administrator for his/her signature.  After the administrator has signed the application, it is forwarded to the Libraries Human Resources Officer, who distributes it to the Research Leave and Support Grant Funds Committee.  The Committee makes its recommendation to the Ruth Lilly University Dean of University Libraries.

6. There are no deadlines for applications for research leaves.  Nevertheless, it is strongly recommended that an application be submitted at least six weeks in advance of the proposed beginning date for the research leave, or in any case as far in advance as possible, to give time for the application to be processed and evaluated by all concerned.

7. The following information is used to evaluate the proposed research projects:
   a. Statement of objectives and general description of project.
   b. Method and plan of work.
   c. Significance of the project to the library profession or the specific field in which it is undertaken.
   d. Applicant's vita.
   e. Preliminary work completed and evidence that the project can be completed within the requested time.
   f. Plan for communicating results of the research to a local, regional, or national audience.

g.  Dates of requested leave.
h.  Reports from previous research leaves.

8.  Upon completion of the research leave, the librarian must provide a brief report describing the progress of his/her research to the Chair of the Research Leave and Support Grant Funds Committee.  The Committee chair shall forward copies of the report to the librarian's supervisor and the Libraries Human Resources Officer and shall also submit information from the reports for publication in *IUL News*.