H. LEAVE FOR PROFESSIONAL IMPROVEMENT. Members of the faculty who hold the rank of instructor or above, or nonfaculty exempt staff who hold the equivalent of such academic rank, are encouraged to participate in programs of professional improvement because they are advantageous both to UI and to the employee. On the recommendation of an applicant’s administrative superiors, the provost may approve a leave under the following conditions: UI participates with the employee as follows:

H-1. The employee may request approval to use accrued vacation leave and to have an equal amount of administrative leave with pay granted to permit his or her participation in a program of professional improvement. In addition, the dean of any college may offer a program of professional leave funded by the college that does not require the use of annual leave and is available to all tenured faculty in the college. The dean may add requirements for eligibility and compensation that are not part of this policy with the approval of the Provost.

H-2. To participate in any plan under this policy, the faculty or staff member must have completed four years of service before the time the leave is to begin.

H-3. Generally, aAt least two years of service must intervene between a sabbatical leave and a leave for professional improvement.

H-4. Applications should be submitted at least three months before the leave is to begin. For college funded programs, the dean establishes the application process.

H-5. A faculty or staff member can use no more vacation leave eligibility for this purpose than he or she has already accrued.

H-6. Persons granted leave under this policy are expected either to return to the active service of UI for at least one academic year after completion of the leave or to repay the money received from UI for the period of administrative leave granted. This requirement may be waived by the Provost upon written request from the faculty member with the approval of the department administrator and college dean.

H-7. The employee must submit to the president a report of his or her activities each month while on leave.

H-8. The budget office and human resource services should be notified when a dean offers a program of professional leave that is funded by the college.