Department of Music Travel Policies  
Approved 1/17/02

All absences from campus during periods of regular employment, whether at university or private expense, require administrative approval. Staff members who engage in projects in another country for more than two weeks should secure approval from the DEO and provost before they make their plans. Faculty should follow policies stated in the ISU Faculty Handbook. Generally professional travel not involving university resources is simply reported on the departmental travel form (pink half-sheet). These travel reports are intended to keep the DEO or Professor-in-Charge of Theatre and office staff apprised of faculty travel, professional activities, and changes in teaching schedules. When a faculty member’s professional work requires him/her to be away from campus for a total of two weeks or more per semester, the activities should be discussed with the DEO/PIC before accepting the engagements. Travel for personal reasons is not reported on departmental travel forms; however, when faculty need to be away from campus during the period when classes are in session (not including evenings and weekends), they should notify the DEO of their plans and how they intend to cover any missed classes.

When faculty request to be absent from the campus for professional reasons for more than two weeks per semester, the LAS Dean has asked to be notified. The Dean is especially concerned about potential negative implications for the university when a faculty member is compensated both by ISU and an outside agency for the work during the same extended period of time. Thus, for leaves longer than two weeks, the request first goes to the DEO (or for Theatre faculty to the PIC of Theatre and then to the DEO) who will discuss options with the faculty member and then forward the request to the Dean. The faculty member requesting an extended absence should prepare a recommendation suggesting options for how his/her teaching and other responsibilities could be covered during this absence, such as:

• The faculty member could suggest some combination of independent study projects, exams, pre-recorded lectures, and/or other ISU faculty teaching some or all of the missed classes. When colleagues assist with teaching to accommodate a leave, the faculty member requesting the leave should handle course organization and grading. So that this does not strain collegial relationships, it would be important for the person requesting the leave to return the favor to colleagues in the future.

• A first- or second-half semester class might be appropriate. In this case the required class contact hours would be met by longer or more frequent classes during part of the semester. This would need to be determined prior to students registering for classes for that semester so that this alternate meeting schedule could be announced in the published schedule of classes.

• The faculty member on-leave could request to carry a heavier teaching load in one semester and a lighter teaching load in the semester of the leave. This would require sufficient notice to adjust the schedule of classes for that year (i.e., prior to students registering for classes in the spring prior to the leave).

• The faculty member could write a proposal for a leave (such as Professional Development Assignment). This would require sufficient advance notice so that if the leave were not approved, an alternate plan could be developed.

• The faculty member might need to take a leave-without-pay for the amount of the leave beyond the two week limit.

Faculty members should also report absences that involve a professional stipend on the annual consulting report following the directions circulated with that report.
Proposals for an extended leave must include the following:
name, application date, dates of the leave request, name of the agency/organization(s) requesting the services, description of the professional work proposed during the leave, benefit to ISU/department, expected ISU responsibilities needed to be covered during the leave request, options for covering teaching and other responsibilities during the proposed leave (list each class or other responsibility separately and give at least one option)