

Senate Document SD 83-15  
(Approved, 4/9/1984)

TO: Faculty Senate  
FROM: Faculty Affairs Committee  
DATE: 7 March 1984  
SUBJECT: NFE Policies  
DISPOSITION: Upon approval, to the Vice Chancellor of Academic Affairs for implementation  
RESOLVED, That the attached policies be adopted upon approval by the Faculty Senate

Attachment

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NATIONAL FACULTY EXCHANGE  
Indiana University-Purdue University at Fort Wayne  
POLICIES GOVERNING FACULTY EXCHANGE

Indiana University-Purdue University at Fort Wayne (IPFW), to address in part the mission of the university, will implement a program of staff development in support of its faculty and administrators. The university supports the opportunity for its faculty and administrators to engage in exchanges with other participating institutions in the National Faculty Exchange.

IPFW is a charter member of the National Faculty Exchange. As a charter member of this organization, the university recognizes its responsibility to identify and participate in exchange opportunities related to the academic endeavors of the university.

ESTABLISHMENT OF NEED

The establishment of need in supporting the application of a faculty/staff member to participate in the exchange, or for a faculty/staff member from another institution to be associated with the university, shall be the responsibility of the specific department.

Outgoing Faculty/Staff

Each specific department shall determine for itself whether an exchange is in the best interest of the unit and the faculty/staff involved. Specifically, departments must determine how the responsibilities of the outgoing faculty/staff will be supported, especially if there is no incoming exchange participant to match the position being temporarily vacated. Plans addressing the absence of any IPFW faculty/staff participating in the exchange are subject to approval by the appropriate immediate supervisor and unit head.

### Incoming Faculty/Staff

As with leaving faculty, the department shall determine whether an exchange is in its best interest. Of primary importance is the condition wherein a department may receive an incoming exchange member without having a faculty/staff member of the department leave. Departments must determine how the incoming faculty/staff member will be incorporated into its functions. Also, the department must create a plan demonstrating how the displacement of IPFW faculty/staff member's responsibilities will be reflected in one or more categories--teaching, research, and service. A statement of need and a plan of utilization of incoming faculty are subject to approval by the appropriate immediate supervisor and unit head.

### ELIGIBILITY

All full-time administrators and tenured faculty are eligible to participate in exchanges, with agreement of the appropriate immediate supervisor and unit head. The status of eligibility shall conform to all accepted policies of IPFW in respect to the institution's statement of assurance of non-discrimination.

### NUMBER OF EXCHANGES

The number of exchanges in a given period of time, within either the department or the university, will be limited only by available resources to support the exchange. The number of exchanges will also be limited to the extent to which the exchanges do not adversely affect the teaching, research and service functions of the university. The administration at the school, division and department levels will be responsible for judging the effect of the exchanges, imposing unit restrictions on the number of proposed exchanges if needed, and recommending the approval/support of specific changes. The responsibility for judging the effect of the exchanges upon the university, per se, shall be the responsibility of the two vice chancellors.

### LENGTH OF EXCHANGE

The length of any faculty exchange will not exceed one calendar year. Exceptions to this limitation may be considered only upon written application, supported by detailed rationale, to the vice chancellor and dean of the faculty, or the vice chancellor for financial affairs.

### FACULTY/STAFF COMPENSATION

IPFW faculty/staff participating in an exchange will remain under contract with the university and will receive the same regular salary and fringe benefits during the exchange period as if employed on the university campus. The status of a faculty/staff member who is either preparing for participation in an exchange, or is on an exchange, will not be considered differently from that of a similar member who is employed on campus for the purposes of annual salary increments. Dependent upon prevailing

conditions or particular exchange circumstances, individuals or disciplines or departments may propose alternative methods for compensation.

### PROMOTION, LEAVE, AND OTHER FACULTY/STAFF CONSIDERATIONS

The participation of the university, or the participation of any faculty/staff member, in the National Faculty Exchange program will be governed by existent policies at IPFW as displayed in the faculty handbooks and system procedure manuals. Rights or progress toward promotion of any faculty/staff member will not be modified or lost by virtue of the fact that the faculty/staff member was participating in an exchange. Faculty/staff members on exchange will be treated as if they were in residence at IPFW to the fullest extent possible within the constraints of governing policies.

### RIGHTS AND RESPONSIBILITIES

Faculty/staff on exchange will not forfeit any rights or responsibilities as members of the faculty/staff by participation in an exchange, except as may be prescribed in the faculty handbooks or other contractual documents.

### LEGAL AND CONTRACTUAL OBLIGATIONS

Faculty/staff members of IPFW, who participate in an exchange, have the right to have the conditions of the exchange, and the nature of their duties while on exchange, specified in a Memorandum of Agreement. The Memorandum will also specify any legal or contractual obligations of the staff member or the university.

IPFW will specify as a part of the Memorandum of Agreement, in consultation with the incoming faculty/staff member, any special obligation(s) and duties to be performed during the exchange period.

### FACILITIES AND RESOURCES

It is the intent of IPFW to provide incoming faculty/staff with the same access to the opportunities and resources of the institution that regular faculty/staff members now receive. The intent will not apply to areas or services expressly limited or prohibited by existent policies or contractual documents. Incoming faculty/staff members will be provided the same access to research and instructional facilities, university services, staff development services, and tickets to cultural and athletic events as are now provided for regular IPFW employees,

A faculty/staff member on exchange from the university will not forfeit the right of access to facilities, resources, or services at IPFW due to the exchange.

### SABBATICAL LEAVES

The period of exchange for a faculty/staff member from IPFW will count toward the years accrued for sabbatical eligibility.

#### TEACHING/RESEARCH/ADMINISTRATIVE ASSIGNMENT

IPFW faculty/staff members on exchange to another institution will have assignments and duties specified and governed by a Memorandum of Agreement between the two institutions. Input and certain conditions from a particular IPFW department may be attached to the Memorandum.

The Memorandum will describe the teaching/research/administrative duties to be performed during the exchange period, and the Memorandum of Agreement will be signed by the faculty/staff member and the chancellor at IPFW.

The duties and responsibilities of incoming faculty/staff members will be similarly specified in a Memorandum of Agreement. IPFW will solicit input from the affected department in regard to specific assignments of the incoming participant.

#### HOUSING OF EXCHANGEES

IPFW cannot be responsible for housing the incoming exchange member, nor can the university be responsible for subsidizing direct housing costs in Fort Wayne. However, the campus coordinator of NFE will serve, in cooperation with the receiving department, as the local contact person in the location of suitable housing for incoming faculty/staff.

#### RELOCATION OF EXCHANGES

IPFW cannot provide funds for relocation expenses to either incoming or outgoing exchange participants. Expenses must be borne by the participants.

#### OBLIGATIONS OF EXCHANGE PARTICIPANTS

The exchange opportunity cannot be viewed as a means for seeking employment at another institution while on exchange from IPFW. Therefore, each employee of IPFW who participates in an exchange shall return to regular service at the university for a period of no less than one academic year following the exchange. Should the employee fail to honor this obligation, the employee will be legally bound to reimburse IPFW for all compensation (salary, fringe benefits, etc.) received during the period of the exchange.

#### EXCHANGE COMMITMENTS

The policy of IPFW will be to honor all commitments made within the scope of the National Faculty Exchange program. The university will honor all individual exchange commitments entered into under the auspices of the Memorandum of Agreement. Unless there are extremely unusual or extenuating circumstances, disciplines, departments,

academic units and individual faculty/staff members will complete exchanges that have been established.

The policies appearing in this document reflect the position and governing policies of IPFW with respect to participation in the National Faculty Exchange Program. The policies are subject to whatever modification is dictated by circumstances and resources in the future.

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N.F.E. Campus Coordinator

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Vice Chancellor for Academic Affairs

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Vice Chancellor for Financial Affairs

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Chancellor