

Faculty Leave Policy

Policy 310

Adopted: December 11, 2013

Last Revised: November 7, 2017

This policy governs the teaching and financial impacts of faculty leaves including Research Assignment (1 semester, full salary), Study-Research Leaves (1 year, ½ salary), and leaves without pay.

Application and Review Process

The application cycle for Research and Study-Research Leave is governed by the Provost's calendar published annually and internal to the College by the Dean. Faculty members' applications are first reviewed by the appropriate department committee (e.g. Personnel or Promotion and Tenure) using the department's procedures, then forwarded to the Department Head for review. For Study-Research Leaves (including Research Assignments) the required letter of support from the department head should address the department's ability to support the lost faculty teaching capacity and the merits of the faculty member's research proposal. Position decisions are forwarded to the Dean for review. The Dean's decisions are final.

Research Assignment

These leaves are intended to provide one semester of intense research activity in lieu of teaching one half of a faculty member's annual teaching load. Therefore, a faculty member assigned 12 credit hours annually will be responsible for teaching six credit hours during the semester he or she is not on leave. If a faculty member is assigned a 9-credit hour annual teaching load, he or she will be responsible for teaching 6 or 3 credit hours during the other semester. The faculty member's proposal should specify his or her request for teaching during the year of the research assignment. The department will be responsible for absorbing the cost of the lost teaching capacity since no salary savings are realized by the College. Departmental support of the faculty member's leave request should be predicated on the faculty member's demonstrated success in conducting, and publishing high quality, impactful research. All Research Assignment leaves must be consistent with Section 3.9 of the Faculty Handbook.

Study-Research Leave

These leaves are intended to provide a full year of intense research activity at half pay in lieu of teaching during that year. Salaries not spent by the College from Study-Research Leaves will be made available to the department but only for purposes of hiring faculty to cover up to six credit hours of lost teaching capacity. Should the department wish to hire a visiting faculty member who could contribute to the department's research as well as instruction, up to the full unspent amount will be available to support that visitor's salary. Should the department decide that an adjunct instructor is more suitable, the funding for hiring the instructor for up to 6 credit hours will be provided. If a Ph.D. student is

assigned to provide some or all of the instructional coverage, no funds will be returned for that instruction since Ph.D. student stipends are already funded. Departmental support of the faculty member's leave request should be predicated on the faculty member's demonstrated success in conducting and publishing high quality, impactful research. All Study-Research leaves must be consistent with Section 3.8 of the Faculty Handbook.

Leave without Pay

There are a number of reasons that the university might grant a faculty member leave without pay. Salaries not spent by the College from this type of leave will be made available to the department for purposes of hiring faculty to cover the lost instruction (no more than 6 credit hours for one semester and 12 credit hours for a full year leave). Up to the full unspent amount will be made available for a research-active visiting faculty member. Alternatively, funding for the actual cost of hiring adjunct instructors to cover the lost instruction will be provided. No funds will be provided for Ph.D. students assigned to provide the lost instruction. All such leaves are governed by Section 2.9.8 of the Faculty Handbook. The impact of such leaves on the probationary period (tenure clock) is governed by Section 3.4.2 of the Faculty Handbook.

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