**DEDMAN COLLEGE OF HUMANITIES AND SCIENCES**

**INSTRUCTIONS FOR APPLICATION FOR RESEARCH LEAVES**

Leave applications for 2022–2023 academic year are due in the Dean’s office no later than **September 7, 2021**. Please use the attached form which combines all leave types: special, research, junior faculty leaves (third-year review), administrative, medical and parental/maternity.

**PLEASE DELETE ANY OTHER LEAVE FORMS YOU MAY HAVE.**

***All*** leave forms (with the exception of Medical/Maternity/Paternity) require the following:

# Current CV

# Leaves are not automatic; they allow faculty to pursue their planned research agendas. Application for leave consequently requires a detailed description (minimum 2–3 pages) of the leave’s purpose, detailing the specific work to be undertaken during the leave and showing how that work fits into a larger research agenda

# Chair’s letter of support

**Please assemble the leave request as follows:**

* 1. Leave form
  2. Chair’s letter of support
  3. Description of work to be undertaken from faculty member
  4. Faculty member’s current CV

**The leave form and attachments should be submitted electronically to Cindy Havens at chavens@smu.edu**.

**If the leave form is incomplete, it will be returned to the department.**

Chairs must submit a **separate** letter for each leave request received. That letter should address the following:

# The merit of the faculty member’s proposal, and how the leave will benefit both the faculty member and the department

* How classes are to be covered in the faculty members’ absence (please note that funds for additional adjunct faculty are in extremely short supply)
* How to rank multiple leave requests from the department, taking into account both faculty members’ and department needs
* How the faculty member’s salary is to be paid and what percentage of the salary is being paid (i.e., faculty salary line, fellowship, etc.)

Additionally, the Provost’s office has asked for the following information on leave requests where applicable:

# Justification for request for a research leave when prior granting of a research leave did not result in the accomplishment of stated goals

* Request for leave that is earlier than stipulated in university policy 2.13(6):

Research leaves are available to those qualifying persons of the University who are full-time employees holding faculty rank of associate professor or higher. The faculty member is eligible to apply for one semester of research leave at full pay or one year of research leave at partial pay (typically half of the nine-month base salary for the college and most schools, but no more than two-thirds of base salary). The faculty member is eligible to apply for a research leave that begins after a minimum of twelve semesters of full-time service since the initial appointment or last research leave The faculty member is eligible to apply for a research leave that begins after a minimum of twelve semesters of full-time service since the initial appointment or last research leave UPM 2.13(3)

*FACULTY APPLYING FOR THE SPECIAL RESEARCH LEAVE PROGRAM* should consult the specific criteria for that program at **UPM 2.13(6)**. In particular, it is important to understand that Special Research Leaves are judged by narrower and more rigorous criteria than are regular University Research Leaves. Special leaves are reserved for faculty with consistent, distinguished research records, and they will be awarded after a competitive review of all proposals received.

**NOTE THE FOLLOWING:**

If a faculty member applies for a leave and decides to postpone the leave, a postponement must be submitted to the provost’s office, signed by the faculty member, the chair, and the dean. Attached is a form we have used in the past.

Please note that leave requests must be submitted for *all leaves,* including contractual leaves (e.g. third year reviews, and/or administrative), as well as for leaves that are to be awarded if the funding the faculty member has applied for comes through (pending funding).

If tenure track faculty are submitting a leave form and the leave will extend their tenure clock, the leave form must indicate that.

If a faculty member is going on a year leave at one-half pay, he or she should provide the following language: “Faculty member will receive ½ of his/her annual salary over the academic year paid over 10–12 months as indicated on the payroll schedule election form.”

Faculty members who will be taking unpaid leaves should consult with Charlene Pinkerton and Dean DiPiero in order to determine how salary and benefits should be handled. Additionally, the faculty member should meet with HR Benefits to discuss what benefits should be in place during their unpaid leave.

PLEASE NOTE THAT Federal law prohibits the University from contributing and receiving contributions to retirement plans of a faculty member whose leave is without pay, unless the University will be administering a grant to the faculty member while on leave.