

DEDMAN COLLEGE OF HUMANITIES AND SCIENCES

INSTRUCTIONS FOR APPLICATION FOR RESEARCH LEAVES

Leave applications for 2017–2018 academic year are due in the Dean’s office no later than **September 15, 2016**. Please note that the Dedman College Special Leave form and the Research Leave form have been combined into one document.

PLEASE DELETE ANY OTHER LEAVE FORMS YOU MAY HAVE.

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

- Current CV
- Detailed description (minimum 2 pages) of the leave’s purpose, detailing the specific work to be undertaken and contextualizing that work within the overall research agenda
- Chair’s letter of support
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The order in which the leave request document should be submitted is as follows:

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

Please submit the original signed leave form to Cindy Havens in the Dean’s office. A copy of the leave form and attachments should be submitted electronically.

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)
- If more than two leave requests are received, how the requests should be prioritized
- 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 6.13C2b

Normally a faculty member shall be eligible to apply for a research leave upon completion of a minimum of three years after initial appointment. Thereafter, a minimum of six academic years of full-time faculty service since the last research leave granted by the University must be completed to apply for additional research leave.

FACULTY APPLYING FOR THE SPECIAL RESEARCH LEAVE PROGRAM should consult the specific instructions for that program on the attached guidelines. 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).

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 Rick Fethke and Renee McDonald 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.

Administrative
Tenure Track
Research
Special Research

LEAVE OF ABSENCE - FACULTY

NAME: _____ **RANK:** _____ **SMU ID:** _____

DEPARTMENT/DIVISION: _____ **SCHOOL:** _____

LEAVE TO BEGIN _____ **LEAVE TO END** _____
Month Day Year Month Day Year

Attach to this form: Current CV, Statement of Purpose of Leave, Activity to be Undertaken while on Leave, Department Chair Letter in Support of Leave

If you are going on PAID LEAVE, all of your benefits remain in place. If you are going on UNPAID LEAVE, please check the benefits below which you want in force while on UNPAID LEAVE. WHILE YOU ARE ON UNPAID LEAVE YOU WILL BE RESPONSIBLE FOR THE FULL INSURANCE PREMIUMS. If you are unsure which benefits you currently have, please check with the benefits office. This must be accurate. It is the only form of communication which the Benefits Office will have to initiate action on your behalf.

Medical	Supplemental Life Insurance
Dental	Spouse Supplemental Life Insurance
Vision	Dependant Supplemental Life Insurance
Group Accident Insurance	Group Accident Insurance

Address during leave to forward letters and documents that require attention:

Provide leave application history (i.e. semester, year, normal or special, whether leave was approved or denied).

To be completed by Eject Department/Division Head:

Leave to be without salary* _____ Leave to be with salary _____

Fgrctvo gpvEjcktu'y knlpggf "q"lpf lecv"qw"j qy "j g"fcwmm{ "o go dgtau"ucrt { "y knldg"r ck "f wtkpi "j gk"hgxcg"fcwmm{ "ucrt { "hpg."i tcpv"ge0<

State Percentage of annual salary faculty member will receive while on leave _____

Y knlhcxcg'r gtlkf "cltge"v"gpwtg"enqem"*****[gu"*****P q

If yes, please initial your acknowledgement that your tenure clock has been extended one year

***PLEASE NOTE:** Federal regulations prohibit 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 payment of a grant to the faculty member while on leave.

Signature of Applicant _____ *Date*

APPROVED:

Department/Division Head: _____ *Date*

Dean: _____ *Date*

Provost: _____ *Date*

Chair Letter of Support

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

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- If more than two leave requests are received, how the requests should be prioritized
- 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.)

Leave Purpose to be supplied by Applicant

Detailed description (minimum 2 pages) of the leave's purpose, detailing the specific work to be undertaken and contextualizing that work within the overall research agenda

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Current CV