**SOUTHERN METHODIST UNIVERSITY
POLICIES AND PROCEDURES**

**FACULTY**

**POLICY NUMBER: 6.13**                                                                REVISED AS OF: June 1, 1994

**FACULTY LEAVE AND RESEARCH FELLOWSHIP PROGRAMS**

A.        Classifications of Leaves

This statement of policy and program concerning faculty leaves does not deal with sick leave, emergency leave, administrative leave or other types of personal leave. Only two classifications of leave are treated here: leave of absence without pay and research fellowship leave.

B.        Leave Without Pay

1.         Purpose - Primarily to allow a faculty member to leave the University temporarily to undertake special projects or public or private service that would benefit the individual and school as well as the organization, institution, or cause served. However, such leaves may be approved for more general academic pursuits.

2.         Eligibility - A full-time faculty member of rank of assistant professor and above, tenured or untenured, normally after residence of at least one academic year in the school.

3.         Term of Leave - The maximum length of leave is one academic year. There is no limit on the number of such leaves which may be granted, although formal application must be made for each leave without pay and each such leave must be justified on its own merits. Normally, the number of consecutive years of leave will not exceed two.

4.         Financial Arrangement for Leave Without Pay

a.         During a leave of absence without pay, the University will make no wage or salary payments to the faculty member taking the leave other than those specifically authorized by other relevant policies.

b.         Benefits and privileges accorded faculty prior to any type of leave discussed herein will be reinstated upon return of the faculty member taking leave. However, during the period of leave, tuition benefits will continue to be available.

c.         Employee insurance and other specified benefits may be maintained throughout the period of leave without pay by the faculty member continuing to pay both his/her share of the contributions and the total contribution normally paid by the University. The University will pay none of its regular contributions during a leave of absence without pay.

5.         Application and Approval of Procedures

a.         A faculty member wishing to apply for a leave without pay should apply to his/her departmental Chair in writing, stating the reasons and duration of leave requested, the relationship of the proposed activities to the faculty member's scholarly and teaching interests, a current *vita*, and a list of previous leaves granted by the University. The Chair will discuss the application with the Dean to ensure uniformity of policy application before final submission to the Dean.

b.         Normally, the application must be submitted at least one year in advance of the requested leave to ensure adequate time for necessary planning of budget and teaching assignments.

C.        Faculty Research Fellowship Program

1.         Purposes

a.         To encourage the pursuit of knowledge and to enhance the individual's abilities and vitality as a scholar-teacher.

b.         To support the University's expectation that each faculty member will be working at improving his/her professional competencies.

c.         To enhance a faculty member's teaching effectiveness as well as scholarly productivity by giving a faculty member sustained time for research and writing, or for research and the advancement of an appropriate project in lieu of writing. Professional activities which might detract from this purpose such as teaching or professional consulting ordinarily will not be permitted during the period of research leave.

2.         Eligibility

a.         Faculty research fellowships shall be available to those qualifying persons who are regular full-time employees of the University holding faculty rank of assistant professor or higher.

b.         Normally a faculty member shall be eligible to apply for a research fellowship 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 fellowships.

3.         Operational Responsibilities and Procedures

a.         The Research Fellowship Program shall be administered for the Provost by the Deans of the schools. Each Dean shall be mindful of the importance of adhering to the general principles set out herein and at the same time of the need to apply these principles flexibly to the respective schools and disciplines. (Regularized departures from these general University provisions by school must be set forth in writing by the Dean and approved in writing by the Provost.)

b.         Each Dean shall be guided by the following principles:

(1)        A research fellowship is not a reward for service rendered to the University.

(2)        A research leave fellowship may be awarded only to a faculty member who presents a research plan that meets the essential standard of quality and promise. The Dean may consult with a committee in evaluating research project plans.

(3)        The Dean shall establish guidelines for determining the effect of outside grants or compensation upon the amounts awarded by the University.

(4)        The budgetary support for a faculty fellowship must be approved by the Provost before an official commitment is made to a faculty member. This financial aspect therefore, must be treated as early as possible in the process.

4.         Application and Report Procedures

a.         A faculty member shall submit a written proposal to the department Chair in the September preceding the year for which the leave is to be taken. Each proposal must include: a description of the research/study proposed, including its relation to the person's scholarly and teaching interest; a *vita*, including a list of previous research and publications, as well as a list of previous leaves granted by the University.

b.         The department Chair shall submit approved proposals to the Dean in time for them to be submitted to the Provost no later than October 15. (With approval of the Provost, a Dean may accept applications submitted after the normal deadline.) A brief statement should be attached explaining the basis of departmental approval, the arrangement of teaching schedules which makes the leave possible, and what, if any, budgetary provisions will have to be made for part-time teaching, if the faculty member's leave were granted. In extraordinary circumstances, persons whose plans for leave have been rejected by the department may appeal to the Dean.

c.         After authorization by the Provost, the Dean shall send to the faculty member a formal letter approving the research leave and fellowship before the research leave begins. The letter should set forth the terms of the research leave; any essential references to the research project itself; the specific financial commitments of the faculty fellowship, distinction between grant proper and expense grant; schedule of payment of grant; advisory information to the faculty member to retain all pertinent receipts since he/she is responsible for accounting to the IRS; and any other appropriate information.

d.         On completion of the research leave, the faculty member will submit to the Dean a written report of what has been accomplished.

5.         Financial Support of Research Leaves

a.         The amount of financial support for a research leave will be based on a schedule agreed upon in writing between the Dean of each school and the Provost.

b.         Each applicant for a research fellowship shall prepare a budget in the required format to indicate anticipated expenses and income during the period of research leave. This information will be reviewed with the applicant by the department Chair or Dean. These expense and income budgets will be a major reference for determining whether the financial support from the University will be the maximum allowed in the particular school, or less.

c.         Research fellowship financial support rates shall be based on the rate of compensation that would be earned by the person in the academic year in which he/she is engaged in research fellowship work.

d.         The University will base its contributions to the retirement plan on the person's actual compensation received from the University during the period of time that the person is on leave. Other fringe benefits will be computed and contributed to as though the person were present and teaching.