**SOUTHERN METHODIST UNIVERSITY   
POLICIES AND PROCEDURES**

**FACULTY**

**POLICY NUMBER: 6.13.1**                                                             REVISED AS OF: September 8, 1997

**UNTENURED FACULTY UNPAID LEAVE PROGRAM**

A.        Classifications of Leaves

This statement of policy concerns untenured, tenure track faculty unpaid leaves for scholarly pursuits and extenuating personal circumstances.

B.        Leave Without Pay

1.         Purpose - To allow a faculty member to leave the University temporarily for scholarly pursuits and extenuating personal circumstances.

2.         Eligibility - A full-time untenured, tenure track faculty member is eligible for this type of leave after his/her third year renewal. A full-time untenured, tenure track faculty member with three (3) years prior service at another institution that SMU has credited toward tenure is also eligible for this type of leave.

3.         Term of Leave - Each school shall determine an unpaid leave program for untenured faculty. The school may choose (a) or (b) as follows:

a.         unpaid semester off and tenure clock stops for one year; or

b.         unpaid year off and tenure clock stops for one year.

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 unpaid leave discussed herein will be reinstated upon return of the faculty member taking unpaid leave. However, during the period of unpaid leave, tuition benefits will continue to be available.

c.         Insurance and other specified benefits may be maintained throughout the period of leave without pay by the faculty member's 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. The faculty member must contact the Human Resources Department prior to a leave of absence without pay to make arrangements for the continuation of benefits.

5.         Application and Approval of Procedures

a.         A faculty member wishing to apply for the untenured faculty leave should apply to his/her departmental Chair in writing, stating the reasons and duration of leave requested, the reason for the leave, the relationship of the proposed activities to the faculty member's scholarly and teaching interests (if to publish and/or conduct research), a current vita, and a list of previous leaves granted by the University. The department 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. However, emergency applications will also be considered.