

DEDMAN COLLEGE OF HUMANITIES AND SCIENCES

INSTRUCTIONS FOR APPLICATION FOR RESEARCH LEAVES

Leave applications for 2018–2019 academic year are due in the Dean’s office no later than **September 15, 2017**. 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 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.