ARTICLE 25
ACADEMIC LEAVE

25.1 Academic Leave. The following provisions shall govern academic leave for Faculty Members except sections 25.1.3.3 through 25.1.3.5, which apply exclusively to Librarians.

25.1.1 Academic leave is one of the primary means through which professional development can be encouraged and cultivated for Faculty Members. Academic leave may be granted by the Provost, for purposes of promoting individual Faculty development that promises to serve the academic interests of the University. Academic interests here mean promotion of excellence in the production and/or dissemination of knowledge. The granting of academic leaves shall not be determined solely by financial considerations, but such considerations may form the basis for postponement under Article 25.8.

25.2 Academic Leave Options. After at least six years of full-time service, Faculty Members may take an approved academic leave. Applications must be submitted in the year before the requested leave, if approved, would be taken. Options for academic leave are the following:

25.2.1 A leave of two (2) semesters at one half (50%) academic base salary; or, for those Faculty Members whose service consists of 12-month contracts, a leave of one (1) year at one half (50%) academic base salary.

25.2.2 A leave of one (1) semester at full academic base salary. Faculty Members on 12-month contracts may take six (6) months of academic leave, consecutive or otherwise, at full academic base salary.

25.3 A leave of four (4) months (as appropriate to the Academic Unit), consecutive or otherwise, at full academic base salary.

25.4 Total leave time must be completed before eligibility for future leaves shall begin to accrue.
25.3 **Filing of Leave Request.** Except in emergency or unusual cases, Faculty Members applying for academic leave shall file requests at the Academic Unit level, or with the Library Administrator, by October 31 of the year preceding the academic year in which the proposed leave will occur. The specific leave option must be indicated in the October 31 request and may be changed after that time only at risk of disapproval.

25.4 **Guidelines for Academic Leave Applications.** Applications for academic leave shall include a plan for use of the time, and rationale that is consistent with the academic interests of the University as defined in Subsection 25.1.1.

All applications shall be submitted electronically on a standard form provided by the University. The form and its contents must be consistent with the same academic interests in Subsection 25.1.1. The form is intended to make application and evaluation for leave more consistent across the University and over time. The form may not introduce or expand criteria for evaluation. Failure to use and adhere to the standard form’s requirements may result in denial of the leave request.

25.5 **Evaluation and Review.** Applications for academic leave for Faculty Members shall be discussed and evaluated by Academic-Unit-level Faculty Members. For Faculty Members of the College of Medicine only, applications for academic leaves shall be discussed and evaluated by Academic Unit-level Faculty, including non-represented faculty.

25.5.1 Each Academic Unit shall democratically determine how its review will be conducted, including whether there shall be separate recommendations from the Academic Unit faculty and the Academic Unit Head, or whether there shall be a single recommendation from the Academic Unit written by the Academic Unit Head with input from the Academic Unit faculty.

25.5.2 Individuals and committees who evaluate leave requests shall give consideration to:
(a) The quality of the proposal and its potential value to the professional development and academic/job performance of the Faculty Member;

(b) The potential value of the completed project to the University, the Faculty Member’s Academic Unit/program, and students;

(c) Evidence which exhibits sound preliminary planning of the project and ability to complete the project;

(d) Past record of performance in meeting the University’s teaching, research, and service expectations;

(e) The final report and any subsequent outcomes of the most recent academic leave, if applicable;

(f) Years of service applicable toward the leave; and

(g) The impact of the leave on the unit, including means of implementation of the leave as regards the Faculty Member’s teaching responsibilities and supervision of students.

The Faculty Member’s choice of leave option shall in no way prejudice or adversely affect the evaluation of the application.

25.5.3 The evaluations and recommendations of the Academic Unit-level reviewers and/or Academic Unit Head shall be submitted to the Dean or Appropriate Administrator, who shall forward them, with his or her recommendation, to the Provost. A Faculty Member shall have the right to withdraw a request for academic leave at any time.

25.5.4 Applications for academic leave for Librarians shall be discussed and evaluated by the Librarians RPT Committee prior to the Library Administrator’s recommendation and according to the following guidelines.

25.5.5 The Librarians RPT Committee shall review and evaluate in a timely manner all applications for academic
leave, and apply the considerations outlined in Article 25.5.2. The Faculty Member’s choice of leave option shall not prejudice or adversely affect the evaluation of the application.

25.5.6 The Librarians RPT Committee shall submit a recommendation on all leave applications to the appropriate Library Administrator. The Library Administrator shall forward to the Dean or Provost, as appropriate, all requests for academic leave with his or her recommendation. A Librarian shall have the right to withdraw a request for academic leave at any time.

25.5.7 Negative recommendations shall be in writing, and shall include the rationale for the denial. The Faculty Member shall be copied on any negative recommendation. The Faculty Member shall have seven (7) days to respond in writing to the negative recommendation; the Faculty Member’s response shall be addressed to the next level of review.

25.6 Final Report. By the end of the academic semester in which normal academic duties are resumed, a recipient of an academic leave shall submit a final report in writing to his/her Academic Unit Head and the office of the Dean. Upon review and acceptance, the Dean or his/her designee shall notify the Faculty Member in writing of the acceptance of his/her report.

The final report must contain:

(a) A brief summary of the proposal;
(b) A review of the tasks accomplished in relation to the proposal and assessing the leave in terms of professional development;
(c) Copies of articles, monographs, creative works, or manuscripts prepared for publication, if applicable;
(d) A clear description of the outcomes as they impact the individual and the University; and
(e) A full accounting of any additional compensation received during the academic leave, including source and activities involved.
Faculty Members are expected to share with colleagues (e.g., through seminars, exhibitions, performances, a report to the Academic Unit Faculty, etc.,) their accomplishments during the academic leave.

25.7 **Eligibility for Subsequent Academic Leave.** A Faculty Member begins to accrue time toward eligibility for the next academic leave in the Primary Semester in which the final report on his/her previous academic leave is submitted to, and accepted by, the Dean’s office, provided normal academic duties are resumed. The academic leave time is not considered to be part of the accrued time toward a subsequent leave.

25.8 **Academic Leave Postponement.** An approved academic leave may be postponed at the request of the Faculty Member, the Academic Unit, or the College. Such postponement must be recommended by the Academic Unit and approved by the Dean.

Postponement of an approved academic leave may be requested by the Faculty Member for a period not to exceed one academic year beyond the period initially approved as the leave period (e.g., an academic leave approved for Fall Semester may be requested to be postponed until the following Fall Semester). An approved academic leave which is postponed at the request of the Faculty Member and is not taken within one academic year beyond the period initially approved will be canceled.

Any time delay incurred because an approved academic leave is postponed solely for the convenience of the Academic Unit or the College shall accrue in terms of eligibility toward a subsequent academic leave. If an academic leave has been postponed for the convenience of the Academic Unit or the College, such postponement shall not exceed one academic year without the consent and agreement of the Faculty Member.

25.9 **A Faculty Member on academic leave for two (2) semesters may receive compensation from other sources during this academic leave,** provided that (1) such compensation is related to the academic leave, (2) it has been approved as part of the leave application process, (3) the compensated activity does not result in a conflict of interest or conflict of time commitment to the purposes of the academic leave, (4) it is reported on the Faculty Member’s
Outside Activity Report, and (5) the total remuneration from all sources (including the University of Cincinnati) does not exceed his or her remuneration from the University of Cincinnati for a comparable period. For Faculty Members on academic leave for either one (1) or two (2) semesters, funds received from other sources that are used to offset travel, living, and professional expenses directly associated with the academic leave are permitted if approved as part of the leave application, and will serve as an exception to the remuneration cap. It is the responsibility of the Faculty Member to inform the University of all other salary, grants, fellowships, or financial support he/she expects to or does receive during the period of academic leave.

25.10 A Faculty Member on academic leave shall receive any salary increase, promotion, or indefinite tenure which would have been received had the person remained in residence.

25.11 Except where an earlier retirement is approved by the Administration, all leaves shall be granted on the condition that recipients are obligated to return to the University for at least one academic year immediately following the period of leave, or to refund the compensation (salary and benefits) paid by the University, unless the failure to return is caused by death, significant accident, significant illness to the Faculty Member, a waiver under a retirement agreement, or is otherwise waived by the Provost.

25.12 A Faculty Member on academic leave shall receive all benefits to which he or she would have been entitled if not on leave. All benefits which are based on salary, except retirement, shall be calculated on the academic base salary which the Faculty Member would receive if he or she were not on leave. Contributions for retirement shall be based on the percentage of academic base salary paid by the University during the leave. If full academic base salary is not paid, the Faculty Member may at his or her option raise all salary-based benefits, except retirement, to their full level upon payment by the Faculty Member of the costs thereof. Retirement contributions may be raised to their full level, subject to restrictions of the appropriate retirement plan. Payment arrangements must be made with the Benefits Department.